



QNET presents:

Basic Facilitation Skills: For Team and Group Leaders

Information Session on Tuesday, April 10, 2012 - 7:30 a.m. to 9:30 a.m.

One Day Workshop on Tuesday, May 15, 2012 - 8:00 a.m. to 4:30 p.m.

Facilitation skills are a critical skill set for those individuals with leadership, management or supervisory responsibilities. To be effective and efficient as a leader, it is important to know how to work with teams and individuals to help them reach their full potential. With facilitation skills you will effectively be able to identify and eliminate obstacles, enabling your team to accomplish its mission. For any organization involved in continuous improvement efforts where teamwork is critical to the organizations' success, i.e. Lean Six Sigma, leaders with well developed facilitation skills are crucial. When leaders, managers and supervisors move to the forefront and serve as role models of facilitation, change accelerates dramatically. This workshop defines the essential facilitation skills required to lead your team.

Objectives of the Basic Facilitation Skills workshop:

- To define facilitation and the basic facilitation skills;
- To learn the essential skills for effective facilitation;
- To practice the essential facilitation skills through case study application.

This workshop is for individuals who have leadership, management or supervisory responsibilities and who are expected to lead a team. These individuals would include those people with either line management or team leadership responsibilities.

Facilitators:

Vern Campbell is a Consultant with Process Management LLC, a leading management consulting firm that specializes in the implementation of Lean Six Sigma within the framework of an integrated Enterprise Improvement System. He assists organizations with strategy development, deployment and continuous process improvement systems. Mr. Campbell has a Bachelor of Science Degree in Mechanical Engineering, with Distinction, from the University of Manitoba and a Master of Business Administration Degree from the University of Western Ontario. He was awarded a Gold Medal from the Canadian Society of Mechanical Engineers, and spent a number of years at Manitoba Hydro leading their Quality Improvement Initiative. Mr. Campbell has a Six Sigma Black Belt from the University of Miami and he also guest lectures at the University of Miami, School of Business and the Stern School of Business, New York University.

Janice Goldsborough, President/Co-owner of G2G HR Solutions Inc., has a wide range of experience in human resources spanning over 18 years. She focuses on the areas of strategy execution, recruitment, change management, communication, labour relations, organizational development, compensation, and training. Janice has a degree in Labour Studies from the University of Manitoba and her Certified Human Resource Professional designation. She has taught at Red River College, Brandon University and the University of Winnipeg.

The one day workshop is:

- An optional course in the 70 credit hour Certificate in Management Development (CMD)
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba Continuing Education.

These sessions are presented in partnership with Industry Workforce Development, Manitoba Entrepreneurship, Training and Trade

REGISTER NOW - Fax this form to (204) 949-4990 or to register online at www.qnet.ca

Workshop Fee: \$419.00 + GST for QNET Members \$499.00 + GST for Non-Members
 Information Session Fee: \$15.00 + GST for QNET Members \$25.00 + GST for Non-Members

Name _____ Title _____

Organization _____ City _____

Ph _____ Fax _____ Email _____

Payment method: VISA AMEX MasterCard Cheque Enclosed

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Cardholder name _____ Signature _____

Participants will receive location and final details by email approximately 3 business days prior to the session. Please contact QNET if you do not receive this information. Cancellations must be received in writing no later than 6 business days prior to the session. After that time, the full registration fee will apply. Replacement participants are accepted at any time. Invoices will be sent for non-attendance. G.S.T. Reg # 899755334RT.



QNET
 p: (204) 949-4999
 f: (204) 949-4990
 mail@qnet.ca
 www.qnet.ca