



**Certified
Technicians and
Technologists
Association of
Manitoba Inc.**

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SNAP! Communications & Training

“BASICS OF SUPERVISING PEOPLE” – LEVEL 2

** REGISTRATION FORM **

Date: Thursday, May 2nd, 2019

Time: 8:30 a.m. to 4:00 p.m.

Location: CTTAM Boardroom
602 – 1661 Portage Avenue

Contact Person: _____ Title: _____
(C.E.T./C.Tech./Assoc.)

Company Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ E-Mail: _____

List Additional Names If Required Here:

1. _____

2. _____

Payable by: Cash, Cheque (make cheque payable to CTTAM) or Credit Card

Method of Payment: Cheque Visa MasterCard

Number of Registrations: _____ @ \$185.00 each Total Amount: _____

Credit Card Number: _____ Expiry Date: _____

Signature: _____

*****NOTE: Please contact the office if you have any allergies as lunch will be provided*****

***** Paid Parking Available at the north-east corner of the parking lot: \$6 day *****

(Machine takes loonies & toonies)

Please mail or fax the registration form to:

**Administrative Assistant
CTTAM
602-1661 Portage Avenue
Winnipeg, MB R3J 3T7**

**Tel: 204-784-1082
Fax: 204-784-1084
E-Mail: admin@cttam.com**



Ken Allen, SNAP! Communications and Training

Ken Allen, of SNAP! Communications and Training, is a Communications and Training Consultant and adult educator focused on providing professional consultation services, and delivering engaging, thought provoking and transformational learning sessions that provide participants with skills they can use right away.

A graduate of the University of Manitoba, certified adult educator, and a professional communicator, Ken's energy is contagious. The learning environment Ken creates makes it easy for participants to take risks and be open to learning. With experience as a Human Resource Development Consultant, Communications Officer, Media Spokesperson, and Heavy Construction Supervisor, Ken's experiences, provide many examples and stories that illustrate course concepts. Ken provides consulting services and delivers training courses focused on; Leadership Development, Media Interview Skills Development, Training and Development and Strategic Communications Planning.

Ken's background provides helpful insights for leaders, and includes:

- Partner with The Province of Manitoba's Organization and Staff Development (OSD) to provide training, consulting and keynote presentations for seven years.
- Training Officer at Red River College in Winnipeg. Ken previously delivered courses on a weekly basis in the Human Resource Management Certificate Program for six years.
- Communications Officer and Media Spokesperson for the City of Winnipeg (ongoing), focused on strategic communications planning. Ken has participated in over 3,500 interviews with local and national media.
- Corporate Human Resource Development Consultant and trainer for the City of Winnipeg, specializing in leadership development for five years.
- Heavy Construction Supervisor for 15 years in the field of road construction and snow clearing operations, where leadership skills were developed on the frontline.

BASICS OF SUPERVISING PEOPLE COURSE – "LEVEL 2"

LEARNING OBJECTIVES: *(Please note that "Level 2" builds on concepts introduced in Level 1)*

By the end of the session participants will be able to:

- Describe the key skills of an effective leader.
- Describe the benefits of building trust in the workplace, and strategies to build trust.
- Explain the connection between your values and the type of leader you are.
- Describe the benefits of effective communication in the workplace, types of communication, the leader's role in communication.
- Demonstrate correct process for giving and receiving feedback.
- List benefits, strategies and actions for developing a positive work environment.
- Describe the process for employee performance management.
- Describe and use problem solving for dealing with conflict.
- Develop a personal leadership action plan.