



Registration Form

SNAP! Communications & Training “BASICS OF SUPERVISING PEOPLE – LEVEL 2”

Date: Friday, May 17, 2024
Time: 8:30 a.m. to 3:30 p.m. (30-minute lunch break)
Location: Norwood Hotel, 112 Marion St., Winnipeg MB (Ballroom)

First Name: Last Name:

Email: Phone Number:

Address: Postal Code:

Company Name: Telephone No.:

REGISTRATION FEE: (Includes Lunch & Refreshments) *Dietary Restrictions:*

CTTAM Member: \$240.00 Non-Member \$290.00

Optional: List additional names if required

Name (please print)	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

TOTAL AMOUNT:

METHODS OF PAYMENT:

E-TRANSFER Send to: admin@cttam.com *Note: Put name in memo field*



Credit Card Number Expiry date: month year

Please email the registration form to:

Marian Parreno, Member Services Coordinator Email: mparreno@cttam.com Phone: 204-784-1083



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 equip participants with immediately applicable skills.

A graduate of the University of Manitoba with a Bachelor of Arts Degree (BA) and Certificate in Adult and Continuing Education (CACE), Ken's contagious energy fosters an environment where participants feel empowered to take risks and embrace learning. With over 30 years of experience in municipal government administration, Ken brings a wealth of expertise to his role.

Ken's background spans various roles, including Partnering with The Province of Manitoba's Organization and Staff Development (OSD) for 10 years, serving as a Training Officer at Red River College in Winnipeg, and acting as a former Communications Officer and Media Spokesperson for the City of Winnipeg. His experiences include over 3,750 media interviews, extensive work in strategic communications planning, and leadership development.

Currently serving as the Chief Administrative Officer (CAO) for the RM of Tache, Ken has seamlessly transitioned into this role, leveraging his skills in strategic planning, corporate communications, public engagement, and project management. He is enthusiastic about spearheading initiatives such as refining the preliminary design for the new Tache Community Center project, fostering community growth, attracting businesses, enhancing public communication, and implementing a leadership development program.

Ken's commitment to community extends beyond his professional endeavors. Born and raised in Winnipeg, he and his family relocated to the RM of Tache three years ago, drawn by its amenities, strong sense of community, and proximity to Winnipeg. An advocate for the RM, Ken encourages others to explore the opportunities it offers.

Outside of work, Ken enjoys immersing himself in nature through hiking, nature photography, and gardening. With a passion for the outdoors and a dedication to community betterment, Ken embodies the spirit of service and leadership in all aspects of his life.

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, and the leader's role in communication.
- Demonstrate the 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.