Certified Technicians and Technologists Association of Manitoba Inc.

PO Box 70064 Kenaston
Winnipeg, Manitoba R3P 0X6

REGISTRATION FORM

COURSE TITLE: "LEADING PEOPLE"

I would like to register for this course/s:

☐ **LEVEL 1 - Date: Friday, November 6, 2026**
Registration fee: $210- CTTAM Registrant $ 250- Non-registrant

☐ **LEVEL 2 - Date: Friday, November 20, 2026**
Registration fee: $210- CTTAM Registrant $ 250- Non-registrant

Time: 8:30 a.m. to 3:30 p.m. (30-minute lunch break)
Location: Norwood Hotel, 112 Marion Street, Winnipeg

First Name: Last Name:

Email: Phone Number:

Address: Postal Code:

Company Name: Telephone No.:

Total Amount of Registration fee/s: $_____

(Includes lunch & refreshments)

Dietary Restrictions or Allergies: _____

Please check your preferred payment option/s:

☐ 1. **E-TRANSFER:** Send to adminassistant@cttam.com. Include your name in the description field.

☐ 2. **CREDIT CARD PAYMENT**
I choose to call the CTTAM office at 204-784-1083 or 204-784-1081 to provide my credit card information.

Please email the completed registration form to Marian Parreno at mparreno@cttam.com or call the CTTAM office at 204-784-1083. Thank you!

Leading People 1 course

The **Level 1 Leadership Development course** introduces participants to the fundamental principles and practical skills required to supervise and lead people effectively. It provides a strong foundation upon which more advanced leadership skills can be developed.

Learning Objectives

At the end of the course, participants will be able to:

1. Define the purpose of leadership and the role of the leader.

Benefit: Provides a clear understanding of what employees need and expect from an effective supervisor or leader.
Apply it at work: Participants can immediately assess how they are currently leading others and identify opportunities to improve.

2. Identify the characteristics and behaviours of an effective leader.

Benefit: Helps participants recognize the everyday behaviours that build trust, credibility and respect.
Apply it at work: Participants can identify one or two leadership behaviours they can begin practising immediately with their employees.

3. Identify the core competencies required to lead people effectively.

Benefit: Provides a practical framework for understanding the knowledge, skills and behaviours required for successful leadership.
Apply it at work: Participants can assess their current strengths and identify leadership competencies they would like to develop further.

4. Describe the five stages of team development and the benefits of effective teamwork.

Benefit: Helps leaders understand how teams develop, why team dynamics change and how teamwork contributes to better results.
Apply it at work: Participants can identify their team's current stage of development and consider what the team needs from them as its leader.

5. Describe how to manage employee performance effectively.

Benefit: Helps supervisors establish clear expectations, recognize good performance and address performance concerns appropriately.
Apply it at work: Participants can immediately improve performance conversations by clarifying expectations and providing timely, constructive feedback.

6. Explain the benefits of planning work and apply practical approaches to organizing work effectively.

Benefit: Effective planning establishes priorities, reduces confusion and helps employees complete the right work at the right time.
Apply it at work: Participants can improve how they assign work by clearly communicating priorities, responsibilities, expectations and timelines.

7. Describe situational leadership and apply it when directing, supporting and delegating work.

Benefit: Helps leaders recognize that different employees and situations require different levels of direction and support.
Apply it at work: Participants can adjust how they delegate work based on an employee's experience, capability and confidence.

Leading People 2 course

The **Level 2 Leadership Development course** builds on the foundational concepts introduced in Level 1 and focuses on strengthening participants' ability to lead themselves and others. Participants will examine their own leadership approach and develop a practical **Personal Leadership Action Plan** that can be applied immediately in the workplace.

Learning Objectives

At the end of the course, participants will be able to:

1. Describe and apply the key skills and behaviours of an effective leader.

Benefit: Builds greater awareness of the leadership practices that contribute to employee engagement, trust and performance.
Apply it at work: Participants can identify leadership behaviours they want to strengthen and consciously practise them in their day-to-day interactions.

2. Explain how personal values influence leadership behaviour and the type of leader you become.

Benefit: Greater self-awareness helps leaders make more consistent decisions and lead with authenticity, credibility and integrity.
Apply it at work: Participants can examine how their values influence the way they communicate, make decisions and respond to employees.

3. Identify practical strategies and actions for creating a positive and productive work environment.

Benefit: A positive workplace can strengthen teamwork, employee engagement, motivation and performance.
Apply it at work: Participants can identify specific actions they can take to build trust, recognize contributions and encourage greater employee involvement.

4. Describe and apply an effective employee performance management process.

Benefit: A consistent approach to performance management helps employees understand expectations, receive meaningful feedback and take greater responsibility for results.
Apply it at work: Participants can use regular performance conversations to recognize success, coach employees and address concerns before they become larger problems.

5. Describe the leader's role in effective workplace communication.

Benefit: Clear, respectful and consistent communication reduces misunderstandings, strengthens relationships and builds trust.
Apply it at work: Participants can improve communication immediately by listening more actively, asking better questions and ensuring expectations and decisions are clearly understood.

6. Develop a Personal Leadership Action Plan.

Benefit: Turns course learning into specific commitments for continued leadership growth and development.
Apply it at work: Participants will leave the course with clearly identified leadership priorities and practical actions they can begin implementing immediately.

Ken Allen, *Presenter*

President, SNAP Communication

Ken Allen is a certified adult educator, professional communicator and experienced leader with 40+ years of practical leadership, training and communications experience. His career has taken him from frontline construction leadership to senior executive management—giving him a unique perspective on what effective leadership looks like at every level of an organization.

President of SNAP! Communications and Training since 2006, delivering leadership development, presentation and facilitation skills, and media interview skills training.

Former Chief Administrative Officer, Rural Municipality of Taché, providing executive leadership across 12 municipal departments and serving as principal administrative advisor to Mayor and Council.

10 years of frontline leadership experience in heavy construction, including roles as foreman and supervisor—experiences that continue to provide real-world stories and lessons for Ken's leadership programs.

Former Human Resources Specialist with the City of Winnipeg, where he helped develop and deliver corporate leadership development and frontline supervisor training programs.

More than 20 years of senior communications and media relations experience, including coaching leaders and subject-matter experts and serving as a spokesperson in hundreds of media interviews.

Experienced college instructor and adult educator, including teaching at Red River College and delivering training and presentations in partnership with the Province of Manitoba.

University of Manitoba graduate and certified adult educator.

Ken's highly interactive approach combines proven leadership principles with four decades of real-world experience, giving participants practical tools they can immediately apply in the workplace.