

PECAN MANOR

Develop into a balanced and motivated professional of excellence. This programme will equip you to increase resilience, position yourself as a leader, manage diversity and conflict efficiently and become an irreplaceable professional in your workplace.



WHAT THE CONFERENCE OFFERS:

- ✓ Techniques to write professionally and speak with confidence
- ✓ Tools to understand culture and communicate effectively in a diverse environment
- ✓ Strategies to thrive under pressure and develop resilience
- ✓ Methods to become a professional of excellence



Ingwe Corporate Training is an accredited provider with the **Services Seta** (SAQA 1994).

To register for courses or for more information:

Tel 0861 999 965

Fax 0866 000 803

Email

info@ingwecorp.co.za

Visit our website

www.ingwecorp.co.za

Five Dynamic Sessions including:

- Professionalism: Is Excellence your Standard?
- Handling Pressure & Developing Resilience
- Personal Leadership & Progression
- Diversity, Cultural awareness, Communication & Conflict Management

Interest Activities

- African Drumming
- Karaoke Evening
- Archery
- Motivational Speaker
- Monkey Sanctuary
- Foot massage

VENUE: Pecan Manor, Magaliesberg



Cost: R9 450.00 (excl VAT) per delegate

Costs include:

- ◆ Workbooks & Motivational Material
- ◆ High Quality Gifts
- ◆ Two nights luxury accommodation and all meals and teas
- ◆ Activities and Entertainment

(Meals do not include alcoholic beverages)

Programme (Subject to change)

Day 1 (Wednesday 26 October)

08:00 Arrival at Pecan Manor, Registration & Check-in

09:00 First Session – Professionalism: Is Excellence your Standard? (Part 1)

Every word that you utter, every letter that you type communicates your degree of professionalism. Aim for excellence and develop a reputation of excellence

- Business Letters, Memoranda, Reports & Proposals: using formats with ease
- Grammar: editing effectively and understanding fundamental sentence construction
- Presentation: techniques to make your document readable and attractive

10:30 Tea break

10:45 Second Session – Handling Pressure and Developing Resilience

Why is it that some individuals are able to handle pressurised situations? Unlock the secrets to thinking clearly and creatively during times of duress.

- Three essential qualities required to handle pressure
- Building healthy habits: building self-confidence and increasing thought awareness
- Secrets to developing resilience
- Mental stress management

13:00 Lunch

14:00 Free Time

Wander in the gardens of Pecan Manor or lounge on the wide verandah. Soak up Spring's first rays of sunshine and allow yourself to completely relax and unwind.

Optional outing: The Monkey Sanctuary

The bush babies sanctuary is one of a group of several sanctuaries devoted to protecting endangered animals. The sanctuary, situated in one of the many Kloofs (Gorges) of the Magaliesberg mountain range, provides the perfect environment where monkeys (primates) from around the world can be given their freedom in a natural environment.

15:30 Tea

18:00 Sundowners on the verandah

19:00 Dinner with an African Beat

Enjoy an evening of great food and African soul. Be a part of Africa's heartbeat – a truly African rhythmic experience which will unite participants.

Day 2 (Thursday 27 October)

07:30 Breakfast

09:00 Third Session – Diversity, Cultural Awareness, Communication and Conflict Management

Cross-Cultural Communication has become the new norm in our workplaces. However, how well do you appreciate and value the differences that diversity can bring? Develop the skills to harness diversity and work effectively with others. This section is highly interactive and visual material is used to stimulate discussion.

- The Five dimensions of Culture
- Developing awareness of Individual Cultures
- Understanding Cultural Diversity and Bias and the link to Workplace Values
- Developing Tolerance: the impact of misunderstandings and miscommunication
- Concept Attainment: reaching a shared understanding
- Conflict Management: developing good relations while giving and receiving feedback
- A higher goal: developing and embracing the Corporate Culture

10:15 Tea break

10:30 Fourth Session - Professionalism: Is Excellence your Standard? (Part 2)

Every word that you utter, every letter that you type communicates your degree of professionalism. Aim for excellence and develop a reputation of excellence

- Presentation skills, Telephone Etiquette & Voice training
- Knowing your Audience: speaking to management, stakeholders, colleagues and customers with confidence
- Telephone Manners and Time Management: making the most of every call
- Closing Techniques: tools to close conversations in a way that gets results

13:00 Lunch

14:00 Free Time

Wander in the gardens of Pecan Manor or lounge on the wide verandah. Soak up the Spring sunshine and allow yourself to completely relax and unwind.

Optional activity: Foot massage

16:00 Tea

18:00 Sundowners on the verandah

19:00 Dinner with the Stars

Dress as your favourite pop star, clear your throat and be ready to wow your fans!



Day 3 (Friday 28 October)

07:30 Breakfast

09:00 Fifth Session – Personal Leadership and Progression

"If you want to be a better human being and a better leader, you need to be clear about who you are and what your personal mission is. Once you do that, you can get your energy focused in a direction that has meaning for you!"- Bob Bostrom 1996 Inside USAA

- The PA and Office Professional as a leader: recognising the fundamental need to display leadership traits
- My Personal Purpose: A Statement of Personal Purposes and Values
- Leadership Vision: Description of What I Want to Become and Create as a Leader
- Where to Tap: A Summary of My Strengths and Weaknesses
- Developing an Action Plan: Key Development Outcomes to Enhance Effectiveness

10:30 Tea break

10:45 Sixth Session – Motivational Speaker (Rashika Rampersadh)

Rashika Rampersadh is a dynamic motivational speaker whose passion is to help others reach their full potential and embrace their true selves. She has triumphed over personal challenges and has excelled in her career as a runner, coming second in the Seychelles 42km marathon. She specializes in motivational, self-mastery and leadership development topics.

13:00 Lunch

14:00 Archery

Test your skill, accuracy and focus in this interesting and fun activity and then work together as a team to win a competition.

15:45 Closing comments and Tea

16:00 Departure

CONFERENCE CHECKLIST - WHAT TO BRING:

- **Daytime: casual but stylish clothes for the training sessions**
- **Dinner: smart casual**
- **Monkey Sanctuary & Archery: jeans/tracksuit and walking shoes**
- **Themed dinner dress – Dress as your favourite pop star**

ENJOY OUR DYNAMIC TRAINERS WHO MOTIVATE AND ENCOURAGE POSITIVE CHANGE

TRACY PEARSON (INGWE CORPORATE TRAINING FOUNDER)



Tracy Pearson has eight years' experience as an educationalist and business owner and specialises in designing and presenting courses. She is passionate about developing material that is meaningful for the learner and thrives on the interaction generated in the training sessions.

RASHIKA RAMPERSADH (EDUCATOR, ATHLETE & MOTIVATIONAL SPEAKER)



Rashika Rampersadh is a dynamic motivational speaker whose passion is to help others reach their full potential and embrace their true selves. She has triumphed over personal challenges and has excelled in her career as a runner, coming second in the Seychelles 42km marathon. She specializes in motivational, self-mastery and leadership development topics.

MARIANNE MOOLMAN (EDUCATOR & PSYCHOLOGY MAJOR)



Marianne has been involved in education for thirty-one years. She specialises in presenting courses and consults to Ingwe Corporate Training on numerous projects. With her vast experience, she gives job specific training that empowers delegates to be more professional in the workplace. She studied at the University of Johannesburg and UNISA. She is currently completing her Honours degree in Psychology.