



Band Administrator Workshop

March 5th & 6th, 2019

Saskatoon Inn, Canadian Room, Saskatoon, SK

March 5th (Day 1)

8:00 to 8:45 Continental Breakfast/Networking

8:45 Welcome

Understanding Ourselves BY WENDY HOFFORD, SENIOR CONSULTANT, LEGACY BOWES GROUP

This workshop focuses around the benefits of understanding that HOW people behave has more to do with how they are wired. We will learn a new common language that will help us better understand ourselves and how we can adapt our behaviours to positively interact with others.

9:00 to 10:30

- The negative and positive impact of behaviours in relationships at work and home
- Discover a better understanding of behaviours and their impact
- Personal behaviours and how to positively interact with others

10:30 to 10:45 Health Break

10:45 to 12:00

- Finding strength and confidence being who you are and accepting others as they are
- Does the dynamics of the workplace bring out the best in you?
- How to improve communication, relationships, and be a positive force towards a better team environment

12:00 to 1:00 Lunch

Managing Stress BY WENDY HOFFORD, SENIOR CONSULTANT, LEGACY BOWES GROUP

This workshop focuses around how we respond to stress, how to manage stress and as leaders how to help others handle their stress.

1:00 to 2:30

- Stress – what causes it – take action to control the events that cause stress in the first place.
- Key causes of stress on the job – the more leaders get to know and understand about what causes stress, the more likely they will be able to control the cause
- Responses to stress – assist in understand that there are choices.

2:30 to 2:45 Health Break

2:45 to 4:00

- Managing stress – provide tools that assist in controlling stress.
- Identify the stressors- determine what the demand is and what resources are needed to complete the task.

March 6th (Day 2)

8:00 to 9:00 Continental Breakfast/Networking

Goal Setting BY WENDY HOFFORD, SENIOR CONSULTANT, LEGACY BOWES GROUP

This workshop focuses on the powerful tool of goal-setting. Goal-setting has to be performed with skill, diligence and persistence. We will learn how to set goals which provides people with direction for their actions.

9:00 to 10:30

- Identifying and clarifying the needs
- Expected Results
- Action Plan and implementing the action plan by identifying and clarifying the needs
- Expected Results
- Action Plan and implementing the action plan

10:30 to 10:45 Health Break

10:45 to 12:00

- Measure the Actual Results
- Evaluate the Actual Results
- Making Goals Successful and overcoming obstacles

12:00 to 1:00 Lunch

Personal Productivity BY WENDY HOFFORD, SENIOR CONSULTANT, LEGACY BOWES GROUP

This workshop focuses around mastering personal productivity to allow you to personally achieve more the things that are important to you. As leaders we set the tone and the way we conduct ourselves have a tremendous impact on the productivity and conduct of others.

1:00 to 2:30

- Daily Planning - What is your focus for the day – getting results, crisis driven, time wasters, demanding but not essentials.
- Weekly Planning – How to create your weekly plan, evaluate the results and what caused deviations from your plan.

2:30 to 2:45 Health Break

2:45 to 4:00

- Delegation – determine the activities that you are doing that could be done by someone else. Learn the steps to effectively delegate to ensure that each person on the team is developing the necessary skills.

Closing Remarks