

# MANAGING PEOPLE USING YOUR STRENGTHS

**WE'LL HELP YOU MOTIVATE AND LEAD YOUR DIVERSE TEAM**

## OVERVIEW

The world's best managers and the high-performing teams they lead rely on Clifton-Strengths to gain insight into their strengths – what they naturally do well. This course provides you with not only the essential management skills you need to succeed but also with an awareness of how to use your strengths, to maximise your impact as a team leader. Our Expert Trainer and Gallup Certified Strengths Coach have collaborated to provide you with the tools to build team engagement and manage your team for high performance.

**This course will build your confidence and gives you a toolkit of essential skills that can be applied immediately back in the workplace – all while helping you understand how you can use your strengths in your role.**

## WHO SHOULD ATTEND

All team leaders, supervisors and managers who would like to improve their people management and supervisory skills in the workplace, using their strengths.

## YOU WILL LEARN:

- How your talents and strengths affect your ability to manage
- The value each person brings to the team and how different strengths work together
- The art of effective delegation – empowering yourself and your team
- When to coach, counsel and discipline
- How to plan, assess and measure performance
- How to motivate your team to achieve maximum team performance
- How to deal more effectively and confidently with conflict situations



## PEOPLE WHO USE THEIR STRENGTHS ARE:

- six times more likely to be engaged in their work and
- three times more likely to say they have an excellent quality of life

**“What great leaders have in common is that each truly knows his or her strengths – and can call on the right strength at the right time” Don Clifton**



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# MANAGING PEOPLE USING YOUR STRENGTHS

## WHAT IS CliftonStrengths®

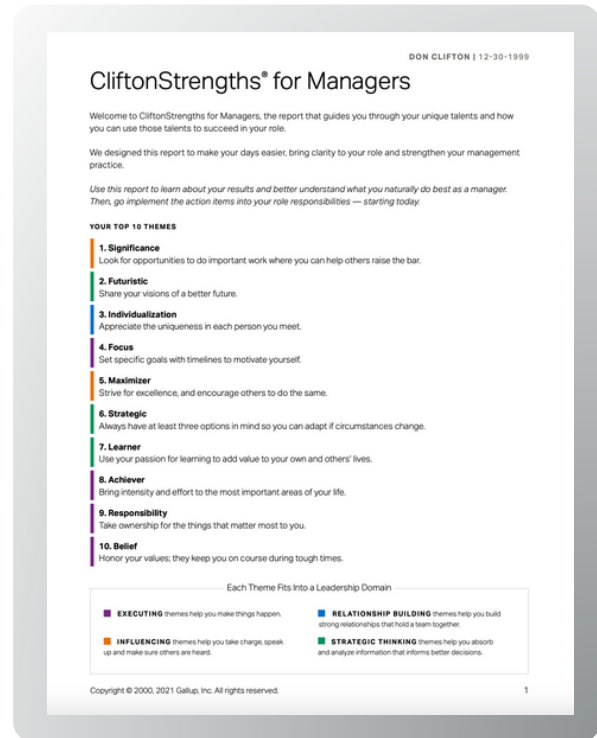
All people have a unique combination of talents, knowledge, and skills -- strengths -- that they use in their daily lives to do their work, achieve their goals, and interact with others. Gallup has found that when people understand and apply their strengths, the effect on their lives and work is transformational. Gallup's Clifton StrengthsFinder® is an assessment based on Positive Psychology and the result of 50 years of research. More than 16 million people worldwide have done the assessment and discovered their strengths.

## THE ASSESSMENT

The Clifton StrengthsFinder® is a profiling tool used to identify the presence of natural talent in an individual. The assessment itself consists of 177 questions and takes about 30 minutes to complete through the Gallup website. Once completed, the assessment reveals your unique combination of strengths. The combinations of strengths are so unique, that the chance that two people share the same top five CliftonStrengths themes in the same order, is an astonishing one in 33 million.

Use the assessment to:

- Discover what you naturally do best
- Learn how to develop your greatest talents
- Live your best life!



## RECEIVE YOUR CliftonStrengths FOR MANAGERS REPORT

The CliftonStrengths for Managers Assessment is included in the course price. All delegates will receive their individual CliftonStrengths for Managers report, which includes their top 10 strengths. The report helps delegates see how their unique strengths can make them, their teams and their organisations more successful. Self-awareness gained from taking the assessment provides the grounding for perspective change.



# MANAGING PEOPLE USING YOUR STRENGTHS

## COURSE OUTLINE

### TALENTS AND STRENGTHS

- Know your own talents and strengths
- Perspectives and managing expectations

### PARTNERING

- Discovering the value each person brings to the team
- Exploring ways to partner with other strengths

### LEADERSHIP MINDSET

- Self-Awareness
- Values and standpoints
- Blindspots
- EQ and mindset

### LEADERSHIP SKILLS

- Vision and engagement
- Three hats (Leader, Manager, Coach)
- Effective Delegation - empowering yourself and your team
- Responsibility, authority and accountability

### PERFORMANCE

- Plan, assess and measure performance
- Development plans
- Coaching for performance

### PLAN, ORGANISE, LEAD AND CONTROL

- Importance and advantages of planning
- Improving performance through effective objective setting
- Basic steps in the planning and organising processes
- Prioritising and scheduling tasks and responsibilities
- Evaluation of deviations and rectifying these deviations
- The co-ordination tasks of managers as leaders
- Long-term control – the most difficult managerial task

### MOTIVATING THE TEAM

- Problem Solving techniques
- Warning signs of team trouble
- Keeping your team on track
- Motivating to achieve maximum team performance as a leader

### ACTION

- Implementing plans
- Standing in the middle
- Accountability

## DATES 2023

13 – 14 March 2023

10 – 11 May 2023

5 – 6 July 2023

20 – 21 September 2023

8 – 9 November 2023

## VIRTUAL INSTRUCTOR-LED TRAINING

### Price:

R 5 200.00 (excl. VAT)

per delegate

R 5 980.00 (incl. VAT)

### Duration: 2 Days

Course start time:

08:30 Course end time:

16:30

## WHAT IS INCLUDED?

- A trainer who is a subject matter expert
- A Gallup Certified Strengths Coach
- CliftonStrengths for Managers Report
- Practical exercises, discussion and one-to-one feedback from the trainer
- A comprehensive learner guide packed with practical tips
- Post course support to assist you in implementing what you have learned
- Digital Certificate of attendance

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# CliftonStrengths® for Managers

Welcome to CliftonStrengths for Managers, the report that guides you through your unique talents and how you can use those talents to succeed in your role.

We designed this report to make your days easier, bring clarity to your role and strengthen your management practice.

*Use this report to learn about your results and better understand what you naturally do best as a manager. Then, go implement the action items into your role responsibilities — starting today.*

## YOUR TOP 10 THEMES

### 1. Significance

Look for opportunities to do important work where you can help others raise the bar.

### 2. Futuristic

Share your visions of a better future.

### 3. Individualization

Appreciate the uniqueness in each person you meet.

### 4. Focus

Set specific goals with timelines to motivate yourself.

### 5. Maximizer

Strive for excellence, and encourage others to do the same.

### 6. Strategic

Always have at least three options in mind so you can adapt if circumstances change

### 7. Learner

Use your passion for learning to add value to your own and others' lives.

### 8. Achiever

Bring intensity and effort to the most important areas of your life.

### 9. Responsibility

Take ownership for the things that matter most to you.

### 10. Belief

Honor your values; they keep you on course during tough times.

## Each Theme Fits Into a Leadership Domain

**EXECUTING** themes help you make things happen.

**RELATIONSHIP BUILDING** themes help you build strong relationships that hold a team together.

**INFLUENCING** themes help you take charge, speak up and make sure others are heard.

**STRATEGIC THINKING** themes help you absorb and analyze information that informs better decisions.

**INFLUENCING**

# 1. Significance

You want to make a big impact. You are independent and prioritize projects based on how much influence they will have on your organization or people around you.

## How This Theme Contributes to Your Success

You are determined to make a difference, and your team feels it. By focusing on the outcomes of your work, you help team members be proud of the work they do every day.

Your desire to leave a legacy inspires your team. By encouraging your employees to think about the lasting effect of their work, you push them to do great things. Your quest for long-lasting significance keeps your team focused on the future and how it connects to the current moment.

You strive to make your people better professionally *and* personally. Continuing to set high standards for what you and your employees do further solidifies your lasting outcomes.

## How This Theme Could Get in the Way of Your Success

- As a manager, you might not receive recognition for your success, but that's OK. Appreciate your team members' efforts and make sure they receive the praise they deserve. Concern yourself less with your own recognition and keep the focus on your team.
- When you believe someone downplays your contribution, you are more likely than others to become frustrated. Thinking about your team's successes will help keep this frustration from derailing your progress.
- When you focus on making a difference, you tend to overlook accomplishments that some might put great value on. Engaging others in a discussion about what they see as important can help you take pride in their achievements.

## ACTION ITEM

# How to Apply Significance as a Manager

*This theme gives you an edge – here's how you can use it.*

- **Understand how team members want to be known.** Ask them: How do you define or describe greatness in your role? What are you known for? What would you like to be known for? Answers to these questions will reveal employees' expectations and give you insights into coaching them.
- **Discover the audience – or person – whom your team members consider the most important.** Ask each team member the following questions: Whose approval do you value most? Whose feedback do you appreciate most? Whose endorsement do you care about most? Use this information to ensure employees get the recognition that is most meaningful to them.
- **Share the most important team goals with your employees.** When your team members hear your objectives for the organization and their team, it inspires them to align their work to meet those goals and prioritize their projects based on how much influence they have on team success.
- **Identify recent successes and let others know about them.** You are your team's biggest cheerleader and advocate. When the team reaches a goal, ensure that all involved know about it. Getting credit for the work they do motivates team members to higher levels of productivity and excellence.

# BOOKING FORM

## MANAGING PEOPLE USING YOUR STRENGTHS

### PLEASE SELECT A DATE

13 - 14 March 2023	
10 - 11 May 2023	
5 - 6 July 2023	
20 - 21 September 2023	
8 - 9 November 2023	

### PERSON MAKING THIS BOOKING

First Name and Surname:	
E-mail Address:	
Contact Number:	

### DELEGATE DETAILS - PERSON ATTENDING THE TRAINING

(To register additional delegates, please complete the information on the page overleaf)

First Name and Surname:	
Position:	
E-mail Address:	
Cell Phone Number:	
Work Phone Number:	
Disabilities:	
Special Dietary Requirements:	

### COMPANY DETAILS FOR INVOICING PURPOSES

(A tax invoice will be e-mailed once we have received this completed enrolment form.)

Full Company Name:	
Company VAT Registration No:	
Postal Address:	
Purchase Order No (If Applicable):	
Contact Person in Accounts:	
Accounts Phone Number:	
Accounts E-mail Address:	

### HR/TRAINING CONTACT PERSON DETAILS

First Name and Surname:	
E-mail Address:	
Position:	

## COST

Virtual Instructor-led Training:  
R 5 980.00 (incl. VAT) p/ delegate

### Group Discount

Book 3 more people on the same course & receive a 10% discount.

Please ensure you read the Payment Terms & Conditions as well as the Cancellation Transfer Policy below to avoid any confusion

### PAYEMENT T&C'S

A tax invoice, including our banking details, will be issued once your completed booking form has been received. Payment is due on receipt of invoice but longer payment terms can be arranged. Should KumaloGreen not receive payment for the training from the organisation, the individual who attended the training will be liable for payment.

### CANCELLATION & TRANSFER POLICY

Full refund for cancellations received two weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid. Should a delegate not arrive for the training on the day that course commences, a no-show fee of 100% will be charged. Requests to postpone course attendance must be received in writing at least 3 full working days before course commencement otherwise a late postponement fee of 20% will apply. Only one postponement allowed and transfer to be utilised within 6 months of the original course date. KumaloGreen reserves the right to cancel the event, in which case delegates will be refunded in full.

### DELEGATE SIGNATURE

### MANAGER SIGNATURE

By signing this booking form, both the delegate and manager agree to the payment terms, conditions, cancellation & transfer policies above.

# ADDITIONAL DELEGATES

## MANAGING PEOPLE USING YOUR STRENGTHS

To register more than one person, please complete the information on this page

First Name and Surname:	
Position:	
E-mail Address:	
Cell Phone Number:	
Work Phone Number:	
Disabilities:	
Special Dietary Requirement:	

First Name and Surname:	
Position:	
E-mail Address:	
Cell Phone Number:	
Work Phone Number:	
Disabilities:	
Special Dietary Requirement:	

First Name and Surname:	
Position:	
E-mail Address:	
Cell Phone Number:	
Work Phone Number:	
Disabilities:	
Special Dietary Requirement:	

First Name and Surname:	
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E-mail Address:	
Cell Phone Number:	
Work Phone Number:	
Disabilities:	
Special Dietary Requirement:	