

# terrapinn

## TRAINING

Lay a rock-solid foundation  
for your management career.  
You will not be disappointed!



**Where champions are made**

### Your expert course presenter



**Morne Mostert**  
Director and Founding Partner  
StressFit  
Expert coach and leading  
specialist on management and  
leadership development. Morne  
has coached and trained expert  
management development in the  
UK, Asia, South Africa and the  
rest of Africa.

# 3 DAY MIBA for new Managers

Proven success principles for today's emerging leaders! Face your management challenges with confidence and build a sure path to leadership recognition, growth and success.

20 - 22 February 2007

Ridgeway Hotel, Johannesburg, South Africa

### Guaranteed benefits from this 3 day MBA. Attend and you will:

1. Gain a solid bed-rock of proven management principles that will seal your management success in the future.
2. Learn to avoid the pitfalls of "micromanaging," "under managing," "over managing" and "under leading."
3. Overcome your own entrenched behaviours that sometimes sabotage your ability to get the results you want from your staff
4. Avoid the all too familiar frustration

terrapinn  
B2B media

# Attract, recruit and retain gre

## Course background

Often staff who demonstrate high performance in the technical domain of their work are promoted into management roles as recognition for their technical expertise, commitment and high performance. But, getting things done on your own is not the same as getting it done through others. The most significant shift for any new manager is the shift from achieving results themselves to achieving results through others.

While technical specialists produce results through their own insight and expertise, managers achieve results through **others** as well as through **process** and **cost optimisation**. So how do you do this?

That's what this 3 day MBA is all about. It guides new managers and team leaders through the challenging transition into management and ensures that they become competent and professional members of the management team. Whether it's coaching, motivating, focusing people, leading upwards, developing a culture of performance, improving execution or setting meaningful goals; the principles that work are captured in these 3 days

The programme will support managers through providing invaluable insight into three fundamental dimensions of management, namely:

- Self-management and personal mastery
- Managing people
- Process optimisation and cost management

These 3 days is a must for all new managers who want to lay a solid foundation of proven success principles in their management careers.

## Your expert course presenters:



### Morne Mostert

Morne Mostert is a Director and Founding Partner of StressFit. He is a specialist Leadership and Organisational Development consultant and uses Learning and Talent Development as the vantage point for addressing business challenges. He has had leadership development responsibility for blue-chip companies in South Africa, and also brings a wealth of international experience from his work in leadership talent development in London.

Morne is on the Advisory Board of the Da Vinci Institute, a private higher education institution offering development programmes up to Doctorate level. He is also the Executive Head: Development, of BIPSA (Black Insurance Professionals of Southern Africa).

## Day One

**Monday 20 February 2007**

### Welcome to management

- Entering management – A different world
- Mind of the manager – Making the mind-shift to management
- Mission critical – Why management is critical to business success

### Self-management and personal mastery

- Developing critical self-awareness
- The impact I have on others
- The impact others have on me
- The impact my thinking has on my behaviour
- Managing my motivation
- Managing the stress of management

### Who should attend?

- All new managers
- New team leaders
- Managers on accelerated development programmes
- Talent pool and other targeted individuals
- Managers who have had recent promotions from supervisory to management roles
- Staff with the potential to become managers
- Current managers who wish to update their skills and refresh their ability on the fundamentals of management
- Managers with some experience who have never been formally trained in management
- Staff who are considering a career in management
- HR managers who run programmes for new managers
- Training managers responsible for development of new managers

# Great talent

## Day Two

Tuesday 21 February 2007

### Achieving results through others

- Levels of work and where to focus
- Communicating goals
- Managing meetings
- Facilitating high performance
- Optimising team dynamics
- Leveraging diversity
- Motivating others
- Managing up and proposing new ideas
- Maintaining and developing client relationships

**Book before  
20 Decmeber 2006  
and save R1000**

### In-house training – we will come to you!

If you have a team of 12 or more executives interested in attending a private course to be held somewhere near your site (or even "off-site") we would be delighted to help you make it happen. Our experts will be delighted to come to you!

We can help you to develop best-practice models for your company. We have successfully arranged in-house sessions for

- ABSA
- Investec Bank
- Standard Bank
- ICASA
- Metrorail
- Spoornet
- De Beers
- Impala Platinum
- IDC
- MTN
- Sappi
- Subaru SA

Call **Tracy Pienaar** at +27 (0)11 516 4074 or e-mail: [tracy.pienaar@terrapinn.co.za](mailto:tracy.pienaar@terrapinn.co.za) to discuss your unique needs and preliminary ideas ...

## Day Three

Wednesday 22 February 2007

### Process optimisation and cost management

- An in-depth understanding of key processes under your management
- Mapping the current and ideal process
- My place in the supply chain
- Moving up and down the value chain
- Linking operations to strategy
- Managing cost through process optimisation
- Identifying opportunities for efficiency improvements
- Understanding and influencing systems

### Benefits of attending

New managers who attend this programme will:

1. Decrease their lead-in time to effective management
2. Manage themselves with professionalism
3. Think and act like managers
4. Achieve improved results through managing others
5. Deliver high performance more consistently
6. Review and innovate existing processes
7. Manage with improved confidence
8. Work with greater efficiency and improve productivity
9. Understand their role in the overall success of the business
10. Create a sound foundation for a professional career in management

**Places are limited.  
Fax back the registration  
form to +27 (0)11 463 6903**

### About Terrapinn Training

Terrapinn Training provides high level management education courses for business across a rapidly expanding global network. In 4 countries worldwide, Terrapinn Training draws on a faculty of international experts, comprising some of the world's foremost management thinkers and leading authorities. Our qualified team of experts cover the core skills of strategy, management, finance, marketing, women in management, secretarial development, legal and information technology.

Terrapinn Training is a member of Terrapinn Limited, a world leader in the provision of business information.

### Our quality assurance

To ensure all participants receive effective training, the number of participants attending courses is strictly limited, facilitating a highly participative course of maximum benefit to each attendee.

Terrapinn Training's commitment to quality is your assurance of total satisfaction. If you are not satisfied that this course has met your professional needs, you will be entitled to attend another course of similar value.



### Course documentation and certification

All delegates receive comprehensive course documentation for future reference. On successful completion of this course all delegates will be awarded a **Terrapinn Training Certificate**.

### Course Schedule

<b>Registration:</b>	🕒 8:00 am
<b>Course Begins:</b>	🕒 8:30 am
<b>Morning Break:</b>	🕒 10:00 am
<b>Lunch:</b>	🕒 12:30 pm
<b>Afternoon Break:</b>	🕒 3:00 pm
<b>Close:</b>	🕒 5:00 pm

# 3 Day MBA for new Managers

## Registration Form



# Send your team and clients along!

Please photocopy this form as many times as necessary

### 5 easy ways to register

**Fax:** +27 (0)11 463 6903  
**Phone:** +27 (0)11 463 6001  
**Email:** training.za@terrapinn.com  
**Web:** www.terrapinntraining.com  
**Post:** Private Bag X65, Bryanston 2021, South Africa

### Send 4 delegates and get 1 FREE

<b>1st Delegate</b>	Name:..... Job title: ..... Email: ..... Telephone: .....
<b>2nd Delegate</b>	Name:..... Job title: ..... Email: ..... Telephone: .....
<b>3rd Delegate</b>	Name:..... Job title: ..... Email: ..... Telephone: .....
<b>4th Delegate</b>	Name:..... Job title: ..... Email: ..... Telephone: .....
<b>5th Delegate</b>	Name:..... Job title: ..... Email: ..... Telephone: .....

# FREE

**Special Management Team Package!** For every 4 delegates you enrol on this course, the 5th person attends FREE as our guest. Get your team and clients together ... and take full advantage of this outstanding offer!



## Yes! Please register the following delegates for: 3 Day MBA for new Managers

20 - 22 February 2007, Johannesburg

### Choose your Module

**3 Day MBA for new managers:**  
R11,495.00 + VAT = R13,104.30 per delegate

### Send the team on all 5 days and save even more

**3 Delegate package** R31,036.50 + VAT = R35,381.61 **Save R3,931.29**

**6 Delegate package** R55,176.00 + VAT = R62,900.64 **Save R15,725.16**

**8 Delegate package** R68,970.00 + VAT = R78,625.80 **Save R26,208.60**

\*Corporate booking prices cannot be used in conjunction with any other promotional prices

### Your company details

Company name: .....

Address: .....

Postal Code: ..... Country: .....

Telephone: ..... Fax: .....

Vat Registration No.: .....

HR/ Invoice contact: .....

Telephone: ..... Email: .....

### Authorisation

I hereby authorise expenditure for the delegate(s) registered on this form. I have read the terms of cancellation and am authorised to sign on behalf of my organisation.

Name: .....

Job title: .....

Signature: .....

Email: .....

### Method of payment

Bank Transfer

Crossed cheque made payable to **Terrapinn Limited**

Visa  Mastercard  Diners Club  American Express

Card holder's: .....

Card Number:

Card holder's Signature: .....

Expiry Date:

**Bank Transfers** must state conference name and delegate name. Transfers should be made to Nedbank Epsom Downs. Account name: Terrapinn, Account No.: 1522 069 100 Branch code 152205

**Cancellation Policy:** If you cannot attend personally, a substitute delegate is welcome to join this course in your place - for no extra charge. Should you (or a substitute) be unable to attend, we will promptly refund your fee less a service charge of 10%.

**Condition:** You must inform us in writing 30 days or more before the start date of this course. No refunds are possible for cancellations received less than 30 days before this course. Instead you will be issued with a **50% Discount Training Voucher**, which entitles you (or a nominated colleague) to attend a public course arranged by **Terrapinn Training** within the next 12 months. The full fee is payable for cancellations received less than 7 days before the event. Right of admission reserved by Terrapinn.

**Data Protection:** Please tick the appropriate box if you do not wish to receive such information  the Terrapinn group; or  reputable third parties

### For official use only

Received:  Date:..... Code: 203773 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

## PRIORITY ENQUIRY FORM

Please fax to +27 (0)11 463 6903

My name: .....

Job title: .....

Company: .....

Tel: .....

Email: .....

I prefer to be contacted via  phone  email

### Yes! Please email me information on the following courses

**NEW!**  **2007 Training Catalogue**

**In-house training: let us come to you!**

Please contact me to discuss my requirements

**Essential Skills for New Women Managers**  **Strategic Negotiation Skills**

**Service Level Agreements**  **Corporate Governance**

**5 Day Financial MBA**  **Programme Management**

**Marketing Strategy**  **Corporate Finance Masterclass**

**Advanced Spreadsheets Skills**

**Corporate Financial Modelling**

### Venue and hotel accommodation

**Host city: Johannesburg** Exclusive course venue information and map will be rushed to you in your WELCOME PACK once we receive and confirm your registration. Places are limited, so we urge you to get your approval as soon as possible so as not to miss your place at this important workshop. Hotel accommodation is not included in delegate fee. Kindly check with your local travel agent to secure the best rates. We can help you with specific advice - please call **Customer Service at Tel: +27 (0)11 463 6001**