**Leadership Skills Day – 10th May 2023**

**Wintec**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Description** | **Responsibilities** | **Resources Required** |
| 8:30 | Set up room | Everyone | * Banners * First aid kit * Memory stick * Paper/poster paper * Pens * DOPE personality test questions and results papers * STRI worksheets * Whiteboard pens * Post its |
| 9am | Attendees arrive   * Sign in * Media release for those who haven’t completed |  | * Printed sign-in sheet * Stickers for name tags * Longform media release x 5 |
| 9:15 | Karakia & Welcome  Schedule | Michelle |  |
| 9:30 | Whakawhanaungatanga   * Draw picture & introduce yourself | Anna | * A4 white paper * Coloured pencils (Anna) |
| 9:45 | Reflection   * Shared experience – connecting * Current sitiuation | Anna | * Lollies (wrapped, different colours) |
| 10:00 | Leadership Qualities   * current situation / understanding | Anna | * Whiteboard & whiteboard pens |
| 10:05 | Maori Perspective   * Show video (10 mins) | Anna | * Computer connected to projector & Wifi |
| 10:15 | What is Leadership   * discussion | Anna |  |
| 10:25 | What Skills do Leaders Need   * In groups, write on post-its | Anna | * Post-its |
| **10:30** | **Morning Tea** |  |  |
| 10:45 | What Skills do Leaders Need   * Group & discuss (self-awareness / communication) | Michelle |  |
| 10:55 | Four Birds | Michelle |  |
| 11:30 | Circles of Influence | Michelle |  |
| **12noon** | **LUNCH** |  |  |
| 12:30 | STRI | Katie |  |
| 1:30 | What’s next?   * 1:30 * Connnect with other * Reflection & Feedback forms | Michelle / Anna | * Printed feedback forms x 15 |
| 2pm | Close | Michelle |  |