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

**Wintec**

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| **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 & WelcomeSchedule | 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 |  |