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Events Management Services

**JULY 20, 2022**

**TRAINING AND DEVELOPMENT/HUMAN RESOURCE MANAGER**

**GHANA PORTS AND HARBOURS AUTHORITY**

**TEMA**

**OUR REF: TCGL/MKT/PC/04**

Dear Sir/Madam,

**INVITATION TO PUBLIC COURSE ON TRANSFORMING MANAGERS**

**INTO LEADERS AND THE PEOPLE POWER INTO RESULTS**

The Capital Group Limited is pleased to invite you to participate in its public course dubbed; **“TRANSFORMING MANAGERS INTO LEADERS AND THE PEOPLE POWER INTO RESULTS”.**

The Capital Group Limited is a Management Consultancy Firm that has, for the past twenty-five years, been providing specialized services in Human Resource, Training, Outsourcing, Recruitment, People and Project Management, Corporate Restructuring and Change Management, Debt Management, Facility Management and Financial Advisory Services.

Please find attached the Course Overview and Outline for your review.

For further details, please contact the following persons: Francis Nuamah (Branch Manager) -0577398563 and Hannah Afenyi (Assistant Branch Manageress) - 0242782822.

Looking forward to your participation.

Yours faithfully,

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**Samuel L. Adetola**

**Chief Executive Officer**

**Course Overview**

We live in an increasingly fast-paced and evolving world with constant upgrades caused by rapid technological changes, globalization and changing employee values. It is within this context that leaders must engage in behaviours that effectively bring out the best in their followers and colleagues, and enhance organizational performance.

Many are well acquainted with the cliché of leadership being about eloquence, having command, and determination. However, the modern view of leadership is such that through consensus building, collaboration and strategic thinking, one can be an effective leader. Organizational effectiveness is no longer driven by the availability of capital and machines alone. More and more managers are beginning to realize that they need to harness the creative energies of the people they work with. Consequently, there is now a need for managers to be transformed into effective leaders.

**Course Outline and Objectives**

**Course Outline -** Some of the key focus areas of the course include:

* The Concept of Leadership
* Transforming Managers into Leaders
* Increasing The Level of Leadership
* Achieving Results Through People
* Building a Peak Performance Culture
* Action Planning

**At the end of the presentation the participants will be able to:**

* Understand leadership and how it differs from management
* Understand leadership skills for managers to know when to manage and when to lead your team
* Assess their leadership behavior and determine the best style to generate results
* Clearly visualize goals and communicate them to your team
* Develop techniques to influence others to achieve greater results
* Create, manage and maintain a high performing team
* Increase their level of leadership

**Methodology**

This training course will utilize a variety of proven adult learning techniques to ensure maximum understanding and retention of the information presented. This includes case studies, interactive activities, exercises, experience sharing and instructional videos.

**Who Should Attend**

* Managers at all levels
* Team leaders and supervisors
* Aspiring leaders wishing to understand the change from Management to Leadership
* Professionals who wish to refresh their skills

**Course Facilitators**

The programme will be facilitated by:

**Samuel Leslie Adetola** is the Founder and CEO of The Capital Group. Samuel is a member of the American Society for Training and Development, American Management Association and Society for Human Resource Management (SHRM), USA.

Sammy attended Achimota School and holds a Bachelor’s degree in Finance and Administration from the School of Administration, University of Ghana; a Post Graduate Diploma in Business Studies from the London School of Economics and Political Science – UK and a Master’s degree in Financial Economics from the University College of North Wales – UK. He has also completed many professional courses and participated in several executive training programmes in Europe and the USA including the Wharton Business School, the New York Institute of Finance, Euromoney and Arthur D. Little. He has held senior management and executive positions in two of the most prestigious banks in Ghana.

**Excerpts of Facilitator’s Experience History**

* Lead Consultant and Facilitator - the training of all managers and supervisors on “Leading The Gold Fields Way”.
* Facilitated Team Leadership training for employees of Kinross Chirano Mines
* Facilitated Leadership training for employees of Cargill Ghana
* Lead Facilitator / Associate Consultant – Employee Engagement and Culture Change / Workshop for Golden Star Resources, 2020
* Lead Consultant and Facilitator - Change Management of Gold Fields Ghana – “DA DA MPUNTU”
* Lead Consultant and Facilitator - Assertiveness Training for all employees of Gold Fields Ghana (Tarkwa and Damang) and all Service Providers/Contractors as part of the Courageous Safety Leadership Program
* Facilitated Leadership training for employees of Royal Senchi,
* Facilitated Succession Planning training for employees of Electricity Company of Ghana
* Mentored Barry Callebaut (Ghana) Limited Senior Managers

**Melvin S. Ashitey** holds a Master of Philosophy in Human Resource management from the University of Ghana Business School. He is a results-oriented young man with cross functional skills under both the soft and hard facets of Manpower Management and possesses passion in HR analytics and data mining.

As the training officer of The Capital Group Limited, he oversees the facilitation of training programs for organizations in various sectors. Prior to this, he served as a Graduate Teaching and Research Assistant at the Organization and Human Resource Department of the University of Ghana Business School, Legon, with special interest in business research on strategic management and industrial relations.

Melvin is privileged to have participated in a number of consultancy projects for some renowned public and private organizations in Ghana such as the MTN Culture Assessment Project for MTN Ghana and the Capacity Building Assessment and Design of Programs for the Ministry of Tourism, Arts and Culture.

**Administrative Information**

**Date: 27TH – 28TH OCTOBER, 2022.**

**Time: 9:00AM T0 3:00PM**

**Venue: CRISMON HOTEL, TEMA**

**Rate per Participant: GHC 1,000.00 (VAT exclusive)**

**NB:** This covers tea or coffee break, lunch, course materials and certificate.

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| **NOTE**   1. **Registration**   A place will be reserved for you upon receipt of your registration via e-mail or over the phone. Registration form is to be mailed to:  [f.ocran@capitalgroupghana.com](mailto:f.ocran@capitalgroupghana.com) or  [h.afenyi@capitalgroupghana.com](mailto:h.afenyi@capitalgroupghana.com)   1. **Early Bird Special (5% discount)**   This is for anyone who registers by 25th August, 2022 | 1. **Changes to Programme**   The Capital Group reserves the right to change programme date, time, fees and speakers that can occur due to unforeseen circumstances. Every effort, however, will be made to inform participants of any changes.   1. **Customized Training and HR Solutions**   For enquiries, please call Portia on 057-739-8562 or send email to portiaaddae@capitalgroupghana.com |

**Registration Form**

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| Participant’s Details (Compulsory Information)  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First name /Surname (As in ID card or passport)  Male Female  Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Details *(If Different from Participant)*  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |