



2019 Introductory Lead-Hand Training Program 1.0

OABA is pleased to announce another single-day introductory lead-hand training program as follows:

February 20, 2019



*Targeting the Training Needs of
Ontario's Agri Business Sector*

Why does your firm need lead-hand training?

OABA's Introductory Lead-Hand Training Program 1.0 is a one-day session that focuses on providing lead-hands, forepersons, yard supervisors, and other key operational staff the tools and techniques they need to be successful. Through participation in this one-day program, lead-hands will learn practical skills in three key areas, including:

- Culture, Communications & Teams.
- Performance Management.
- Negotiation & Conflict Management.

Wednesday February 20, 2019 - 9:30 a.m. to 3:00 p.m.

Where: Session will take place in Guelph (a confirmation with location and directions will be emailed prior to the program date).

CULTURE, COMMUNICATIONS & TEAMS - This session will focus on techniques to communicate effectively and make effective decisions. Through a formal presentation, self-assessment exercise and actual "real world" examples, lead-hands will learn about communication techniques, decision making styles and biases, and team dynamics. In addition, lead-hands will reflect on the culture of their department or area within the company, and learn ways to improve the culture and 'make a difference'.



PERFORMANCE MANAGEMENT - This session will focus on managing and maximizing the performance of employees. Your lead-hands will learn about the importance of coaching, motivation, and develop a clear understanding of what motivates employees and how they can increase their motivation and subsequent job performance.

NEGOTIATION & CONFLICT MANAGEMENT - This session will focus on improving the negotiation and conflict management skills of your lead-hands, and will focus on inter-person and intra-group issues. Your lead-hands will be better equipped to use negotiation tactics effectively and use problem solving techniques with their employees.



Who Should Attend Introductory Lead-Hand Training?

This one-day introductory training program will add great value to the professional and personal development of all lead-hands and forepersons in your workplace, as well as increase the level of staff performance for your overall business operations. To ensure that individuals receive maximum value from their participation in this training program, firms are encouraged to be selective and strategic in choosing their participants.

Due to the interactive nature of the program, it is suggested that individual firms should refrain from registering multiple participants (for the same training session date) if they are directly accountable to each other in the management system. For maximum value to your firm and the individual employee, this "separation" will ensure that each participant can be open and fully engaged in the workshop program, without the influence of their supervisor/manager in attendance (or vice-versa). OABA has plans to offer this lead-hand supervisory training program on a regular basis, so you will have ample opportunity to get all your training completed!

It should be noted that multiple registrants in the same firm are permissible, providing they are not directly linked in the 'management chain' for the firm. This means that employees from the same firm, but working at different locations or different departments can register for the same workshop program. If you have any questions about the program or who should attend, please feel free to give the OABA office a call! All registrants attending the training will be issued a "Certificate of Attendance" confirming their participation in the training program.

About the Instructor...



Dr. Sara Mann is an Associate Professor of Organizational Behaviour and Strategic Human Resource Management in the Department of Business at the University of Guelph. Sara completed her MBA at McMaster University, and a PhD in Management at the Rotman School of Management, University of Toronto. Prior to pursuing an academic career, Sara worked for Stelco and Kraft Canada. Sara's expertise includes performance appraisals and performance management, selection and compensation. Sara's research is primarily within rural areas and the Agri-food sector, and is funded by both SSHRC and OMAFRA. Her research has been published in the International Review of Industrial/Organizational Psychology, Organizational Dynamics, the Journal of Management Development, the Canadian Journal for the Study of Adult Education and the Journal of Leadership and Organizational Studies, and is forthcoming in the Canadian Journal of Higher Education, the Journal of Industrial Relations and the International Journal of Productivity and Performance Management.

Registration Information

Registration Fee - \$275 per person plus HST (\$35.75) for a total of \$310.75 (includes one full day of instruction, all materials, refreshment breaks and lunch). *Please note that refunds for cancellations to this training program will not be made after 4:00 p.m. on Feb. 11, 2019.*

Minimum of 10 participants or program will be cancelled.

We accept VISA & Mastercard.



REGISTRATION FORM for the OABA INTRODUCTORY LEAD-HAND TRAINING PROGRAM 1.0 **Wednesday February 20, 2019**

COMPANY NAME: _____

ADDRESS: _____ PHONE: _____

HST Registration #R889706727

Lead-Hand Training Program Registrant's Name & E-mail	Registration Fee	+ Applicable 13% HST	Total
Name 1: _____ Email: _____	\$275.00	\$35.75	\$310.75 per person
Name 2: _____ Email: _____	\$275.00		
Name 3: _____ Email: _____	\$275.00		
Totals:			

Please make cheque payable to 'Ontario Agri Business Association' and mail to:

104 - 160 Research Lane, Guelph, Ontario N1G 5B2 Phone: 519-822-3004 Fax: 519-822-8862 info@oaba.on.ca

NOTE: IF MAILING THIS REGISTRATION WITHIN 2 WEEKS OF THE WORKSHOP DATE PLEASE ALSO SCAN AND EMAIL OR FAX A COPY OF THIS FORM TO ENSURE WE RECEIVE IT IN ADVANCE OF THE WORKSHOP.