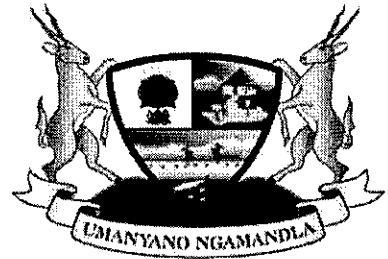


Mbizana Local Municipality



From : Senior Manager Corporate Service

To : Municipal Manager

Subject: Teambuilding Building Session for Management and Exco.

Date : 19 July 2018

Terms of Reference.

1. INTRODUCTION

The more things change, the more they stay the same. This cliché bodes true in a learning organisation where change is a constant variable underling progress. Every strata of the organisation is impacted upon by change in varying degrees. This then requires that constituent members in their varying capacities and competencies establish a focal to guide them through their day-to-day interaction with organisation systems and their colleagues.

It is a fact that as any organisation grows, shrinks or rationalises, there will be teething challenges in different structures, and Mbizana Local Municipality is no exception to that phenomenon. Systems thinking tell us that an organisation is combination of a number of variables constantly interacting with each other. Anything that affects one variable, will have an effect on the entire system. It is therefore imperative that constituent members understand that their individual behaviours have effect on the group behaviour and the organisational system. It is in light of the aforesaid that the Municipality intends to appoint a service provider for specific facilitation intervention to capacitate constituent members to be able to deal with various facets of team building



2. PROGRAMME OUTLINE AND DETAILS

2.1 Facilitation objective:

To equip team members of Mbizana with requisite practical and theoretical skills to understand the importance of team working and its effects on a learning organisation.

Day 1 – Introduction to Team Work / Leadership Competencies

Many managers do not practice methods used by highly successful managers. Often, methods are used that de-motivate the team rather than motivate it to perform. This programme has been designed to provide very practical guidance to help managers adopt winning approaches to the key functions of their jobs.

The communication process and what makes it work

Plan to optimally utilise their strengths and improve weak areas Develop a leadership style that will motivate desirable behaviour and attitudes in their team to ensure that 'things are done right' Adopt applicable interactive approaches to situations to promote open communication, build relationships, and stimulate creative involvement and optimal growth and development

Adapt their management style to be consistent with the needs of the individual or team and their own personality to ensure that 'the right things are done'

Improve their understanding of business and the importance of aligning team objectives and activities to meet company objectives

The power of non-verbal behaviour Prepare and execute a professional presentation in a way that enhances your credibility amongst your co-workers and seniors

Deal with "problem children" in the team

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Deal with "problem children" in the team

Confident in your role as manager Comfortable in dealing with hostile team members and hostile situations

The main sessions are the following:

Managing Yourself

Management and Leadership

Motivation

Managing Others

Session 1 - Managing Yourself

Management skills – a self-appraisal

Personality profile questionnaire

Attitude

Personal behaviour (Information exchange)

Assertiveness

Communication

Influencing style audit

Philosophies of control

Session 2 – Management and Leadership

The difference

The management process

Management theories

Leadership

Session 3 – Motivation

What is motivation?

Preventing job dissatisfaction

Creating job satisfaction

Session 4 – Managing Others

The task of the supervisor

Delegation

Counselling for performance improvement

Building relationships with the team

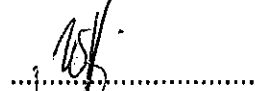
Actions steps toward effective management

Team meetings

Resistance to change

It is in the above context that we invite bidders with any related qualification to Social Science (Industrial Psych.), Behavioural Science or Organisational Behaviour to bid over rendering these objectives as set above. In similar notion we bidders should note we will appreciate multi-lingual facilitators since we have an audience with varying comprehensive levels in the language of English.

Yours' in Administration



Mr Z Gwala

Senior Manager: Corp Serv

