



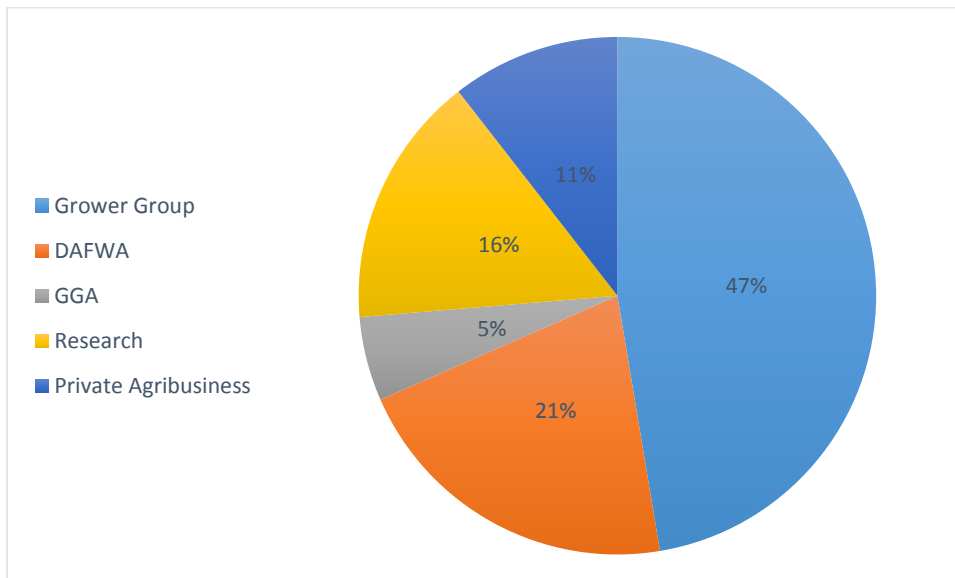
Time Management for Effective Team Leadership Workshop

Date: Thursday 12 May 2016

Facilitator: Natasha Searle

Total Number of Attendees: 19 (one late withdrawal the day before – was at 20)

Attendee Demographics



Workshop Feedback

The GGA Time Management for Effective Team Leadership workshop covered a range of topics in a short 1-day course, from personal productivity, to team and workplace culture, ensuring accountability and responsibility, and effective leadership skills.

The structure of the day was effective in delivering important messages on the topics of both leadership and productivity. By beginning with concepts of culture, value and strategies, the group was able to start thinking “above the line” and use this mentality throughout the duration of the workshop. Continuing with a section on organisational structure, workshop participants were able to start thinking outside the square in terms of time management, in that the structure of an organisation and the clear communications of roles and responsibilities has a major impact on how productive and efficient a particular team will be.

Moving into the Time management session, the workshop was effective in delivering practical tools and ideas for workshop participants to implement into their daily routine. The session recognised the importance of balancing work and personal tasks and the group discussion around sharing time management ideas, tools and thoughts was open and productive.

Facilitator Natasha was professional, confident and competent in her delivery and knowledge of the workshop content. She was respectful and friendly, ensuring all workshop participants were



comfortable and included in conversation and sharing of ideas. The group was diverse across regions, genders, positions and career experience, however Natasha ensured everyone had equal opportunity to contribute and ask questions along the way.

The content was relevant, easy to understand and delivery was flexible with the ability to digress to areas of most interest to the audience, while still staying on topic. All participants seemed engaged and interested, with great energy and involvement throughout the day.

Additional Outcomes

- Media Release sent out 13/05/2016.
- After attending the workshop Erin Green, Partners in Grain, expressed interest in getting this workshop delivered to growers across WA as part of their Better Boss series. Erin was contacting Rural Directions directly to see if they could train someone up in WA to deliver the workshop.
- WIFE Group have also expressed interest in using Natasha as a guest speaker at their Annual Seminar in October 2016.

Evaluation Summary

1. How would you rate the quality of today's workshop opportunity?

Average: 4.4/5

- Need implementation tools/guides
- Natasha was very good
- A broad range of techniques and tools relevant to multiple aspects of work
- I thought it was great to get all of the concepts out – but implementations is the key
- Good, well organised presentation
- Content good, food good, air temp – cool
- Loved that covered whole business, individual in context
- Great content, examples and presenter! Pitched perfectly for ag
- Have been to a few before – was a great refresher
- Great content, great presenter, well delivered
- Helpful, practical
- Covered a lot of ground
- Interesting – well presented

2. Did this workshop meet your expectations?

90% - Yes

5% - Unsure

5% - No

- Meets expectations but will I/we implement
- Although I thought it would be more on time management, although as you say, its more about what we do
- Was unsure what workshop would deliver – exceeded expectations easily
- Useful to pick up tips on leadership
- Explored an angle that probably hadn't considered



- Actually exceeded, I management to

was initially most interested in time save me more

- Great reiteration of concepts and some great discussion and learnings from others
- Discussed tips to improve time management
- Gave the basic structures to ensure good time management
- Almost, not quite. Content slightly different to expectations but good nonetheless
- Not particularly relevant to small 1.5 man office

3. What did you value most from the workshop?

- Presentation of tools to better manage time
- You don't know what you don't know
- The ability to reflect and be provided with tips
- Taking ownership of state of my own mind in the office
- Natasha's walking the talk. We have knowledge but must stretch
- Breaking down qualities of good effective leadership – thinking about employing people with the right attitude
- I found the morning session to be very good, made me think
- Being re-inspired to be the best I can be – lead myself and see how far I can go
- People management
- Keep working on it, it won't just happen overnight but make the team aware and revisiting will make it become habit
- Tools/tips to improve time management
- Making leadership effective
- Meshing time management and personal productivity to values, culture and awareness of yourself
- Interacting with the presenter and participants/exchange of ideas
- Above the line
- Reflection on culture and how that affects expectations and time/priorities
- Making me think about myself, my style, my actions
- OAB/BED was good. Job description & meeting agenda & minutes template were excellent

4. Please rate your satisfaction of the following areas:

(a) Workshop content

Average: 4.4

Range: 3.5 – 5

(b) Content was pitched at the right level for me

Average: 4.2

Range: 2 – 5

(c) Learning materials, tools, resources and exercises provided

Average: 4.4

Range: 4 – 5

5. How will you implement what you have learned in this workshop in your grower group/organisation?

- Gently



- Will convey key
- Team training

ideas when I get back

- Leading by example
- Spend more time above line. Prioritise and delegate and also provide coaching in extension (shadowing) for a while for some staff members. Will take on minutes. Put corporate strategy on the wall above each desk with JDF
- Useful for thinking about the type of person we employ – their attitudes and work culture
- Some of the things around culture – attitude were very good. Also the message that need to do it, not just table it
- Provide a list of take home messages to HR and staff – suggest they do something similar
- Most
- Discuss with staff members and make a plan internally for how we can all work better independently and as a team
- Use matrix URGENT/IMPORTANT
- We are all on the same page now so will have a more effective workplace
- Lots of tools and tips – apps, email tips etc. – to use at work. Things like prioritisation matrix and completing ‘the frog’ first and tracking activities ok
- I will take time to read material provided and endeavour to utilise the ideas
- Through better planning of schedule, more interaction with staff members to achieve potential
- Share my thoughts/earnings
- Implement a few simple strategies/tools
- Try and stay ‘above the line’ regardless of others
- Agenda papers
- Action cut minutes
- Job description for external consultancies
- Talk about above and below the line operation and culture

6. In which areas would you like to learn more?

- Enough for now
- Myers Briggs workshop would be great!
- Effective people management
- Relationships with all stakeholders
- Leadership/project management
- Organising yourself with outlook – delve deeper into personalising time management/organisational systems. Outlook tips
- Conflict resolution, personality
- Not sure at this stage: at a point of go and do and then review later once we hit any boundaries
- How to deal with people/personalities
- Matching different personality types to key areas/tasks
- Personality types and leadership/team dynamics
- Time/personal management
- Time management
- Email management



- Time
- Communication – be organised

management/motivation skills
time management – better ways to

7. Would you recommend this workshop to others?

95% Yes

5% No

8. What other professional development or capacity building activity would you like to see the GGA coordinate? This could be part of the Annual Forum, delivered regionally, or delivered directly to your group.

- Myers Briggs
- Public speaking
- Strategic planning
- Project planning
- Public speaking
- What do growers expect from groups
- Funding – how to find it

9. Any other comments/feedback?

- Thanks for your professionalism Natasha. Thanks GGA for organising this!
- Thank you
- Fantastic opportunity
- Feel that the 'Time Management' session slowed after lunch. Probably the pre-lunch session was newer content to many. Plenty of take-homes from morning that will help me engage with my own group
- Fabulous! Wish my whole organisation attended!
- Great job – I'm so please we could get something coordinated that had a more Ag focus. Rural Directions are great deliveries of content
- I liked the interactive discussions, good to hear other people experiences
- Thanks Natasha, really enjoyed the day and think it hit the mark
- It would be food if handout book had an index, red and green coloured pens are hard to see at a distance – I have a son with a vision impairment and we are always telling teachers this
- Well done. Thanks.