

KEVAN HALL's masterclass

Speed Lead®: *Faster, simpler ways to manage people, projects and teams in complex companies*

October 16, 2009

PORTO

Your opportunity to come FACE-TO-FACE with the THOUGHT LEADER in how to lead and succeed in complex companies



1st C

How to reduce unnecessary COOPERATION?

fewer, better meetings and conference calls and faster projects

2nd C

How to streamline COMMUNICATION?

disconnecting from unnecessary emails and other communication, choosing and using the right communications technology for the right task

3rd C

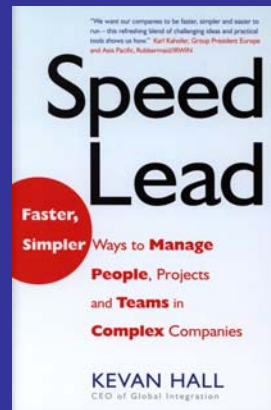
How to manage CONTROL?

finding the right level of control for your team and continuously build local capability and empowerment to get more done - fast

4th C

How to build COMMUNITY?

building a sense of community and shared spirit to speed up the way we work together.



UNIVERSITY OF PORTO
BUSINESS SCHOOL

hosted in Porto with the kind support of EGP-UPBS



Kevan Hall

Kevan is CEO of Global Integration and author of “Speed Lead® – faster, simpler ways to manage people, projects and teams in complex companies.”

As an experienced corporate line manager he spent 14 years leading teams in manufacturing operations, HR, and strategic & market planning in the Telecoms & FMCG sectors. He has lived in the UK and France and worked around the world.

As an entrepreneur, he has founded companies in Europe and the USA in consulting and training. As a CEO, since 1994, he has built Global Integration, a group of companies based in Europe and the USA and operating worldwide.

Global Integration are “thought leaders in how to lead and succeed in complex companies”. We have consulted with more than 300 of the world’s leading companies (including Coca-Cola, Nokia, Microsoft, JnJ, Morgan Stanley, Dell, Samsung and Vodafone) in more than 40 countries and trained over 50,000 people in the skills of working in matrix, virtual, fast moving, cross-cultural and global organizations.

Kevan manages his own cross-cultural and remote organization and has clients and suppliers around the world so he has to practice what he preaches.

Kevan’s challenging but practical ideas and tools have enabled organizations to deliver results faster, reduce the cost of unnecessary cooperation and improve job satisfaction.

<http://www.global-integration.com> | Read Kevan’s blog “Life in a Matrix”, listen to his podcasts and join the discussion at <http://www.lifeinamatrix.com> |

Overview:

This program demonstrates a radical approach to speeding the way people work together based on experiences consulting with over 300 major multinationals and delivering over 100,000 participant days of training on the skills of working in complex organizations in over 40 countries. The program is based around **4 C’s**

- Reducing unnecessary **COOPERATION** | fewer, better meetings and conference calls and faster projects
- Streamlining **COMMUNICATION** | disconnecting from unnecessary emails and other communication, choosing and using the right communications technology for the right task
- Managing **CONTROL** | how to find the right level of control for your team and continuously build local capability and empowerment to get more done - fast.
- Building **COMMUNITY** | how to build a sense of community and shared spirit to speed up the way we work together.

Participants tell us they spend 40% of their time in meetings and 50% of this is unnecessary. They also receive 56 emails per day and estimate that less than 50% of these are necessary to do their jobs. These are just two symptoms of unnecessary cooperation and communication which costs most team members at least 1 day per week.

Multimedia link: See a flash movie presentation with sound, articles and podcasts on these themes at <http://www.global-integration.com/resources/>

Main Take-aways:

The benefits of applying the ideas from this workshop will include

- Faster delivery of results by teams and projects.
- Reduction in time and cost spent on unnecessary meetings and conference calls.
- Improved job satisfaction by eliminating unnecessary work.

This highly interactive workshop includes simulations, practical exercises, tools, other company examples and discussions to provide a very practical methodology that you can apply in the real world very quickly and see dramatic time savings.

Expect to leave this program with a plan to reduce your unnecessary cooperation communication and control, save up to a day per week for all your team members, build community and increase job satisfaction.

Programme:

Date: October 16, 2009, from 9h to 12h

Place: Porto Palácio Hotel, Avenida da Boavista, PORTO

08h30 | welcome desk opens

08h45 | check-in and welcome coffee

09h00 | programme opens

09h05 | session 1: **Introduction, objectives & size of the prize**

09h20 | session 2: **Speeding up COOPERATION**

09h45 | session 3: **Streamlining COMMUNICATION**

10h20 | coffee-break

10h40 | session 4: **Managing CONTROL**

11h05 | session 5: **Building COMMUNITY**

11h30 | session 6: **ACTION Planning – creating your improvement plan**

11h55 | final remarks

12h00 | programme closes

Key Points:

This is a general description of the presentation content. Kevan Hall will be tailoring his presentation to the audience and also to the time constraints.

Session 1 | Introduction, objectives & size of the prize

Discussion based on the «speed survey» prework | Opportunities for improvement | Share personal objectives.

Session 2 | Speeding up COOPERATION

The Star & Spaghetti process | simplifying cooperation | a tool and working session to create fewer, better meetings and conference, increased autonomy and faster team working.

Session 3 | Streamlining COMMUNICATION

Disconnecting from unnecessary communication to get more done | Choosing and using the right technology for the right task.

Session 4 | Managing CONTROL

A 4-step process for finding the right level of control and building practical empowerment and capability | Benefits and costs of control | Building capability, confidence and support – a process for continuous improvement and empowerment.

Session 5 | Building COMMUNITY

What has changed in community in complex companies? | Divided loyalties and the keys to community | New forms of community to get things done

Session 6 | Action Planning – creating your improvement plan.

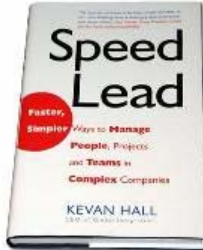
A working session to create your plan to reduce your unnecessary cooperation communication and control, save up to a day per week for all your team members, build community and increase job satisfaction in your team

Pre-programme Activity

Participants are asked to complete the free «speed survey» before the start of the programme. The results of the pre-programme task will be discussed in the first session so participants are kindly requested to review them before arriving on the first day morning.

Complete the free «speed survey» at <http://www.speedleading.com/survey.html>

Further Reading:



SPEED LEAD: faster, simpler ways to manage people, projects and teams in complex companies

Kevan Hall

Nicholas Brealey Publishing

210 pages

ISBN-13: 978-1857883749

Organized around 4C's - Cooperation; Communication; Control; Community - this book gives you radical solutions to manage and lead faster and simpler: do not act as a team if you do not need to; say no to boring and unnecessary meetings; say no to messages you do not need; stop being available 24/7; avoid time zones when you can; lead less; let your managers manage; make fewer rules; give more responsibility; provide time and space for community building, etc.

You can buy this book on-line at <http://www.speedleading.com> or <http://astore.amazon.co.uk/execeducbiz-21/detail/1857883748> or order it in Portugal at <http://www.gestorelivreiro.com/orderform.htm> . A limited number of copies will be on sale at a special price at the event over the coffee break.

Inscrições:

Efectue por favor a sua reserva junto de **Elsa Magalhães**, através do email a3egp@egp.up.pt ou pelo telefone 220 176 281.

As inscrições devem ser confirmadas por meio do respectivo pagamento antes de 15 de Outubro.

Preço da inscrição: 500 euros por pessoa (300 euros para associados da UPBS Alumni e membros das Associações apoiantes; preços isentos de IVA)

Há preços especiais para grupos (3 ou mais pessoas) e empresas. Por favor contacte-nos.

O evento terá lugar na sala Douro Norte do Porto Palácio Hotel (avenida da Boavista | Porto) e será seguido de almoço-convívio opcional no restaurante Grappa no Porto Palácio Hotel mediante marcação prévia.

O número de inscrições é limitado pelo que recomendamos que nos contacte de modo a efectuar uma reserva provisional. As inscrições serão aceites por ordem de chegada.

Language:

English

Please note: since the programme is conducted in English, a good working knowledge of the language is an important criterion when considering your attendance. Simultaneous translation is not available.

Informações:

Elsa Magalhães

Telefone: 220 176 281

E-mail: a3egp@egp.up.pt

Philippe Geyr

93 620 80 53

Agradecimentos:



UNIVERSITY OF PORTO
BUSINESS SCHOOL

<http://www.egp-upbs.up.pt>



<http://www.geotur.com> | <http://www.starviagens.pt>

PORTO PALÁCIO

CONGRESS HOTEL & SPA



A member of
The Leading Hotels
of the World

<http://www.hotelportopalacio.com>

Associações Apoiantes:



ESCOLA DE GESTÃO DO PORTO
Associação de Antigos Alunos

UPBS Alumni, Associação dos Antigos Alunos da EGP-UPBS

<http://www.a3.egp.up.pt>



Associação Portuguesa de Gestão e Engenharia Industrial

<http://www.apgei.pt>



British-Portuguese Chamber of Commerce

Câmara de Comércio Luso-Britânica

<http://www.bpcc.pt>

Iniciativa e Organização:

www.execeducation.biz

<http://www.execeducation.biz>

Parceiros para a formação:

Esta Master Class foi organizada com o apoio de parceiros para a formação com o objectivo de divulgar junto da comunidade de alunos e antigos alunos das melhores escolas de negócios nacionais e junto da comunidade empresarial a obra e a personalidade de um conceituado *management thinker*, aproveitando a sua presença no Porto. A Master Class anterior contou com a participação de quadros oriundos das seguintes empresas: | Caetanobus | Cerealis | Modelo Continente | Operscut | RAR | Sonae Sierra | Wipro |