

Attend this workshop & start yourself on a  
**Journey to Excellence**

The Journey to Excellence



# Take Charge of Your **Life!**

**Dates and time:** 19 - 21 Sept. 2013, 08h00-17h00 (first day: 07h30)

**Venue:** Harold Pupkewitz Graduate School of Business, Floor 3, Room 3.44

**Contact:** Lungi Mareka on 0811221642 or lungi.skt@gmail.com

## Sponsor



Southern Africa Initiative  
of German Business – SAFRI

Since its creation in 1996 as a B2B initiative, SAFRI has brought together people from every sector of business and industry in order to draw the attention of German entrepreneurs to the economic potential of the member nations of the Southern African Development Community, SADC.

In parallel, it reaches out to entrepreneurs, management teams, and enterprising individuals in SADC through the *Journey to Excellence Program (J2Ex)*.

## Local Organizer



SKT Human Capital Development is a training consulting business that provides training programs that are on the cutting edge of developments—both locally and internationally.

Founded by Lungi Mareka, SKT offers interventions and tools that enhance business and personal effectiveness.

Lungi Mareka  
Mobile: +264 811221642  
E-mail: lungi.skt@gmail.com

The workshop is offered in conjunction with the Centre for Enterprise Development, Polytechnic of Namibia.

## Registration

Spaces are strictly limited, so sign up now! This low-priced introductory offer of only NAD500.00 will not be repeated!

## Overview

Do you just dream, or do you plan and make things happen in a focused way?

In the *Journey to Excellence Program (J2Ex) Take Charge of Your Life!* workshop, you will consider what you really want to achieve in life, and then develop skills that will enable you to formulate focused plans to turn those dreams into reality.

In other words, you will develop a coherent strategic framework for your life, and begin the formulation of action plans to make it happen. The approach parallels the one the J2Ex Program uses to do the same for businesses and organisations; the skills you gain are transferable directly to your professional activities.

## In the workshop, you will

- formulate your professional aspirations and dreams into your personal vision,
- consider what you are doing, & what you *could* be doing, to make them happen,
- examine the moral and ethical framework within which you (want to) live and work,
- reflect on the needs, wants and expectations of your stakeholders, and how you can best balance them in your life,
- identify factors critical to your success,
- formulate concrete goals,
- develop strategies and action plans to achieve them.

## Facilitator

The workshop will be facilitated by Lungi Mareka, an Industrial and Organizational Psychology professional with over 15 years experience, in collaboration with Nina Mapili. Nina developed the *Journey to Excellence (J2Ex) Program*—of which *Take Charge of Your Life!* is one part—based largely on experience she has gathered since 1997 while working with entrepreneurs, management teams and other organisations in 11 SADC countries.

## How to prepare

- Consider the future you want for yourself and your family, and what you will do to make it reality
- Research and bring information about requirements, trends and developments in your areas of interest (education, professions...)
- Know what your competition is up to!
- Bring along a pencil and rubber.

## Find out more

Are you still asking yourself if it is really worth your time? Check these out:

Website: [www.J2Ex.net](http://www.J2Ex.net) for extensive J2Ex program information, calendar of activities, and links.

[J2ExVideoChannel](#) for testimonials, the J2Ex documentary video, and workshop clips.

[J2Ex - the Journey to Excellence](#) for J2Ex activities, pictures, and much, much more.



A dream  
is just a dream.  
A vision  
is a dream with a plan.  
A goal  
is a dream  
with a plan  
and a deadline.

Take Charge of Your Life!

# Agenda

## Part 1: Introductions; Hopes and Expectations

Registration: sign in, complete participant info sheets, build teams and prepare introductions

Formal Welcomes

Individual and team introductions

Introduction to the workshop and its sponsors

What are your expectations? What can you expect?

Major learning objectives, workshop output, expectations, opportunities.

## Part 2: Vision and Values

Envisioning the future

*Team skits: The future we will create*

What is a vision?

What is your personal vision?

*Individual contemplation and formulation of vision.*

Values: What are they, and why are they important?

What are your values?

*Individual contemplation and formulation of values and examples of values-based actions.*

## Part 3: Stakeholders and Mission

Stakeholders: Who are they, and what do they want/expect of you? How do you balance stakeholders' needs and expectations? *Team discussions and presentations*

What is a mission? Why is it important to have a mission?

What is your mission?

*Individual contemplation and formulation of mission.*

## Part 4: Critical Success Factors, Personal Goals, SWOT

Critical Success Factors: What must you do well in order to achieve your vision?

Goals: What must you achieve in order to proceed toward your vision?

Making Goals SMART: How do you measure success?

## Part 5: SWOT and Strategising

SWOT. What are your personal Strengths and Weaknesses?

What Opportunities do you have, and what Threatens your success? *Individual contemplation and formulation.*

Strategy and Critical Thinking: How will you achieve your goals and vision? *Strategy exercise*

What strategies are you currently following?

What alternative strategies could you be?

*Individual contemplation & formulation of personal strategies.*

## Part 6: Pulling it all together

Individual preparation and presentation of your Strategic Framework

Dream in colour, then make a plan!

Select individual presentations: action plans

Closing session

*"Very thought provoking workshop that stretched me to new heights with goal formulation and alignment on a personal level"*

Rebecca Mackett—Soft Touch Events (SA)



TCYL Workshop March 2013 Windhoek, Namibia



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**J2Ex - The Journey to Excellence**





SAFRI

*The Journey to Excellence*

# *The Journey to Excellence*

Introducing a new paradigm of excellence -  
to entrepreneurs, management teams & individuals

## SAFRI

Since its creation in 1996 as a B2B initiative, SAFRI, the Southern Africa Initiative of German Business, has brought together people from every sector of business and industry in order to draw the attention of German entrepreneurs to the economic potential of the member nations of the Southern African Development Community, SADC.

In parallel, it reaches out to entrepreneurs, management teams, and enterprising individuals in SADC through the *Journey to Excellence Program (J2Ex)*.

The Chairman of SAFRI is Prof. Juergen E. Schrempf, retired Chairman of DaimlerChrysler AG.

## Introducing a New Paradigm of Excellence

The Journey to Excellence (J2Ex) Program promotes entrepreneurial thinking and organisational excellence, thereby helping to create jobs, raise the standard of living, and generate and improve business opportunities. Its multi-part, multi-level curriculum integrates best practices and lessons learned over the course of our long history of working with entrepreneurs and people wanting to lead an enterprising life. Various workshops provide entry points into the program.

In addition to working with individuals, the J2Ex program caters to the needs of businesses and organisations with differing levels of organisational maturity. One that diligently continues its *Journey* over time, through the various steps, can progress to levels of

excellence that compare well with international benchmarks.

"We have a very pragmatic approach," says J2Ex developer Nina Mapili. "It's all about supporting people, teams, businesses and organisations in their quest to turn dreams into reality. In doing so, we introduce them to new ways of thinking, and to a new paradigm of Excellence."

At the same time, we recognise that it isn't just the mindset—it is also about the tools and methodologies one employs. So besides being challenged to embrace Excellence, workshop participants always go away with a "toolbox" designed to support their Journey.

See: [www.j2ex.net](http://www.j2ex.net)



*"In 2003, I attended a SAFRI workshop.*

*This marked the beginning of our transformation into a one-stop freight company. Over time, we learned to develop a strong strategic focus and implement robust plans to achieve our goals.*

*We have been quite successful as a result."*

**Eddie Kaluwa**

**MD, Combine Cargo (MW) Ltd, Blantyre, Malawi**

See an interview with Eddie here:

<https://www.youtube.com/watch?v=J5Xywn-goOc>



SAFRI

The Journey to Excellence

# It's all about *competitiveness & sustainability*

## The Journey to Excellence

At the core of the *Journey to Excellence* Program are two intertwined workshop series: *Preparing to Excel & Assessing Excellence*.

### Preparing to Excel

The *J2Ex Preparing to Excel* series workshops are dedicated to assisting businesses, organisations, teams and individuals to take important steps on their *Journeys to Excellence* by developing and implementing solid strategic frameworks and strategic plans.

*Take Charge of your Life! (TCYL)* workshops focus on the individual. They are well-suited to managers, aspiring entrepreneurs, and any other people aspiring to leading an enterprising life.

*Take Charge of your Business! (TCYB)* workshops are for owners and management teams of businesses that do not yet have clearly-formulated vision, mission, values, goals, and strategies *in place and implemented*. It is also well-suited for people who are in the process of starting a business.

*Take Charge of your Organisation! (TCYO)* workshops are similar to TCYB, but are for management teams from not-for-profit organisations.

*Take Charge of your Project! (TCYP)* workshops help teams and individuals put their projects on a solid footing.

*Strategic Alignment and Strategic Planning* workshops are for more mature organisations wanting to review and improve on their strategic alignment, and develop and implement robust strategic plans. They are also good preparation for workshops in the *Assessing Excellence* series.

## Assessing Excellence

The *Journey to Excellence* engages entrepreneurs, MDs/CEOs and their management teams in a process that initiates a robust cycle of continuous improvement - if followed over time. As with any other journey, though, travellers want to know periodically how far they have progressed. The workshops in the *Assessing Excellence* series provide them with the means to measure their progress—always at a level of rigour appropriate to the organisation's level of maturity.

With the assistance of the facilitator, all assessments are done by the managers/entrepreneurs themselves, using the EFQM Excellence Model, a globally respected management tool. It enables them to very objectively and holistically assess their company's performance excellence relative to good and best practices, determine strengths and areas for improvement, and identify key improvement opportunities.

## Find us on the internet



Stay up to date on the latest J2Ex Program developments - visit and "like" us on Facebook:

[J2Ex - The Journey to Excellence](#)

Subscribe to our YouTube channel

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See our website: [www.J2Ex.net](http://www.J2Ex.net)

## SAFRI Office

Andreas Wenzel  
Secretary General, SAFRI  
Tel.: +49 711 179 3250  
E-mail: [info@safri.de](mailto:info@safri.de)  
Website: [www.safri.de](http://www.safri.de)

## The Journey to Excellence

Nina Mapili developed the *Journey to Excellence* program and manages its implementation through SAFRI. She has been working with businesses and organisations in SADC since 1997, and has organised, initiated and facilitated excellence- and entrepreneurship-focused workshops and other events in 11 SADC countries.

Nina Mapili  
Special Advisor, SAFRI  
MD, Mapili GmbH  
Mobile: +49 172 958 6271  
or +27 82 854 7125 (when in Africa)  
E-mail: [nina@mapili.com](mailto:nina@mapili.com)  
[www.mapili.com](http://www.mapili.com) and [www.j2ex.net](http://www.j2ex.net)

## STEP

The Student Experience Program offers internships in German companies for highly qualified students/recent univ. graduates.

Joanne Dittrich  
+49 711 17-77549  
E-mail: [joanne.dittrich@daimler.com](mailto:joanne.dittrich@daimler.com)  
Website: [www.safri.de](http://www.safri.de)

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"I thought I knew  
about strategic positioning of  
business...  
until I learnt how to  
strategically position mine."

Modesta Lilian Mahiga  
MD, Professional Approach Group  
Dar es Salaam, Tanzania

