

Attend this workshop & start your team on a
Journey to Excellence

The Journey to Excellence



Take Charge of Your **Project!**

Dates and time: 2nd-3th and 6th May, 2013 from 08:00-17:00 daily

Venue: REDI: Hhash' elihambayo House, 1626 Kholwane Street, Eveni, Mbabane, Swaziland

Sponsor



Southern Africa Initiative
of German Business – SAFRI

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 Organiser

The Regional Excellence and Development Initiative (REDI)

a company registered in Swaziland, was established as a capacity building effort to enhance the competitiveness of the sub-Saharan region through programmes that promote excellence, quality and productivity in all areas of private and public business.

Participants

Participation is limited to TCYB and TCYP facilitators-in-training.

Overview

Are you charged with an important project but don't know how to start? ...or how to put a project that has floundered on track?

Do you want to make sure all team members understand the project and their roles in its success?

Do you want to build a strong project team?

The 3 day *Take Charge of your Project!* Workshop focuses on developing a strong team, a robust strategic framework, and a shared understanding of goals and strategies for a project.

It is appropriate for teams from NGOs, businesses, governments, and etc. who want to start important projects a solid foundation.

More than one team can participate at the same time.

- At the end of the workshop you will have:
- developed a holistic strategic framework for your project that is in alignment with your mandate, as well as your organisation's vision, mission and values,
- developed overarching strategies,
- formulated a fairly well-defined set of Key Strategic Goals,
- cascaded these goals to the level of responsibility of team members attending,
- developed a clear understanding of each team member's areas of responsibilities and mutual dependencies
- Prepared a preliminary Activity Charter and action plans.

You will have done this against the background of stakeholder, and SWOT analyses, and have learned how to formulate SMART goals and implement plans.

Facilitator

The workshop will be facilitated by 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 your own personal vision, mission and values, and those of your company
- Bring along documentation on organisational plans, strategies, goals, measures and results the company is achieving
- Consider why and where, and how much time you spend fighting fires
- Research and bring information about trends in your sector and the world in general that are relevant to you
- Know what your competition is up to!
- Inform yourself about technological developments that could impact your business/activities
- Bring along a pencil, sharpener and eraser
- See the TCYP page on J2Ex.net for more information

Case studies

Are you still asking yourself if it is really worth your time?

Read these [case studies](#) to see what earlier program participants have to say about their experiences—in their own words.

*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.*



SAFRI

The Journey to Excellence

Take Charge of Your Project!

Agenda

Part 1: Introductions; Hopes and Expectations

Registration: sign in, training material distribution, prepare team introductions

Formal Welcomes . Individual and team introductions.
Introduction to the workshop and its sponsors and organisers

What are your expectations? What can you expect?
Major learning objectives, workshop output, expectations, opportunities.

Part 2: Vision and Values

Envisioning the future: *Teams prepare and present skits*

What is a vision? What is your company vision?
Aligning your project with the organisational vision.

Values: What are your organisations values?
How will you apply them in your day-to-day project work?

Part 3: Stakeholders and Mission

Stakeholders: Who are they, and what of you?
How do you balance stakeholders' needs and expectations?

What is a mission? What is your project mission/mandate?

Part 4: PEST, SWOT

PEST Analysis

SWOT Analysis

Part 5: Strategy, Critical Success Factors, Goals

What is strategy? Terminology around goals and strategy
Strategy and Critical Thinking

Your Current goals, strategies and plans (the status quo)

Critical Success Factors: What must you do really well in order to progress toward your vision?

Your Projects Goals: What must you achieve in order to progress toward your vision?

Making Goals SMART: How do you measure success?

Part 6: Consolidating the pieces

Checking strategic alignment for gaps.

Part 7: The Way Forward

Burning issues and Root Cause Analysis
Where do you have to fight the most fires? Where do the most things go wrong? Why?
(This segment is only presented if participants wish, and time allows)

Action Planning : preparing Project Charters and identifying Milestones

Action Planning : Action Plan Timelines
Presenting Action Plan

Closing Session

"It was life redefining!!!"

Dominic Guri
Student and emerging entrepreneur & TCYL participant
Bulawayo, Zimbabwe



Workshop participants in Bulawayo



Stay up to date on J2Ex-
visit and "like" us on Facebook:
[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. Schrempp, retired Chairman of Daimler-Chrysler 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—to a new paradigm of Excellence—and to an easy to use toolbox."

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



"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 interview on the J2Ex Video Channel:
<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 Facebook



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

SAFRI Office

Andreas Wenzel
Secretary General, SAFRI
Tel.: +49 711 179 3250
E-mail: info@safri.de
Website: 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
www.mapili.com and 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
Website: www.safri.de

Southern Africa Initiative
of German Business – SAFRI



"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

