



# KWAZULU-NATAL AQUATICS

(AFFILIATED TO SWIMMING SOUTH AFRICA)

OFFICE 24 – KINGS PARK POOL COMPLEX – MASABALALA YENGWA AVE -DURBAN

Tel: 031 – 312 7272, Fax: 031 – 312 6405

E-mail: [admin@kznaquatics.co.za](mailto:admin@kznaquatics.co.za)

All correspondence to – P.O. Box 35359, Northway, 4065

---

## KZNA Education and Training – Team Management Workshop

KZN Aquatics offers this workshop for all interested parties – LTS Instructors, Coaches and Administrators. The workshop is SSA accredited for CPD points and more information is attached below.

**Date:** 1<sup>st</sup> – 4<sup>th</sup> July 2019 (Monday – Thursday)

**Time:** Registration 8h00

Closure 14h30

**Cost:** R1750.00 (4 days) including lunch

**Venue:** Penzance Primary School (10 Bartle Road, Congella Durban)

**SSA CPD Points:** In the accreditation process.

Please take note space is limited on the workshop.

### Payment to be made to KZNA:

KZN Aquatics

Standard Bank

Westville

Acc. No. 053074564

Branch Code: 045426

Reference: Team Manager E&T (your full name)

Email: [cap1@kznaquatics.co.za](mailto:cap1@kznaquatics.co.za)

For further details please contact:

Wesley Vickery

KZNA Education & Training Convenor

[wesvic@yahoo.com](mailto:wesvic@yahoo.com)

Zandile Ntshingila

KZNA Education & Training Coordinator

[cap1@kznaquatics.co.za](mailto:cap1@kznaquatics.co.za)

**KZN AQUATICS EDUCATION AND TRAINING**  
**Team Management Training Course Application form:**

Full name of participant: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

SSA Registration No.: \_\_\_\_\_

Swimming Club/School: \_\_\_\_\_

Please tick one:

LTS Instructor     Coach     Club Administrator     Other

If other please specify: \_\_\_\_\_

Payment method:

Full amount R1750

Easy Payment option – R875 by the 15<sup>th</sup> June 2019  
R875 by the 25<sup>th</sup> June 2019

Please sign: \_\_\_\_\_

Please email application form along with proof of payment to:  
[cap1@kznaquatics.co.za](mailto:cap1@kznaquatics.co.za) & [wesvic@yahoo.com](mailto:wesvic@yahoo.com)

Payment to be made to KZNA:

KZN Aquatics

Standard Bank

Westville

Acc. No. 053074564

Branch Code: 045426

Reference: Team Manager E&T (your full name)

Email: [cap1@kznaquatics.co.za](mailto:cap1@kznaquatics.co.za) & [wesvic@yahoo.com](mailto:wesvic@yahoo.com)

PROGRAMME

**DAY ONE – 01 July 2019 (Monday)**

<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
<b>08H00 - 09H00</b>	<b>Arrival, Registration</b>	<b>Registration</b>
<b>09H00 – 09H15</b>	<b>Opening and Welcome</b>	<b>KZN Aquatics</b>
<b>09h15 – 09h30</b>	<b>Key Note Address</b> <b>Background &amp; Purpose</b>	<b>KZN Aquatics</b>
<b>09H30 – 10H00</b>	<b>Layout of the Workshop</b> <b>Expectations &amp; Rules</b> <b>Identity</b>	<b>Facilitator</b>
<b>10H00 – 11H00</b>	<b>Managing Money</b>	<b>Facilitator</b>
<b>11H00 – 12H30</b>	<b>General Management Principles</b>	<b>Facilitator</b>
<b>12H30 – 13H00</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>13H00 – 14H15</b>	<b>Management Styles</b>	<b>Facilitator</b>
<b>14h30</b>	<b>Closer</b>	<b>Facilitator</b>

## DAY TWO – 02 July 2019 ( Tuesday)

<b>08H00 – 08H20</b>	<b>RECAP</b>	<b>Facilitator</b>
<b>08H20 – 09H45</b>	<b>Managing Yourself</b>	<b>Facilitator</b>
<b>09H45 – 10H45</b>	<b>Understanding People’s Behaviour</b>	<b>Facilitator</b>
<b>10H45 – 11H00</b>	<b>TEA BREAK</b>	<b>TEA BREAK</b>
<b>11H00 - 12H30</b>	<b>Diversity Management</b>	<b>Facilitator</b>
<b>12H30 – 13H00</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>13h00 – 14h15</b>	<b>Conflict Management</b>	<b>Facilitator</b>
<b>14h30</b>	<b>Closer</b>	<b>Facilitator</b>

## DAY THREE 03 July 2019 (Wednesday)

<b>08H00 – 08H20</b>	<b>RECAP</b>	<b>Facilitator</b>
<b>08H20 - 9H50</b>	<b>Understanding People with Disabilities</b>	<b>Facilitator</b>
<b>09H50 – 11H00</b>	<b>Doping and Drug in Sport</b>	<b>Facilitator</b>
<b>11H00 – 11H15</b>	<b>TEA</b>	<b>TEA</b>
<b>11H15 – 12H30</b>	<b>Doping and Drug in Sport</b>	<b>Facilitator</b>
<b>12H30 – 13H00</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>13H00 – 14H15</b>	<b>Sport Ambassadors and Athlete Support</b>	<b>Facilitator</b>
<b>14h30</b>	<b>Closer</b>	<b>Facilitator</b>

## **DAY FOUR – 04 July (Thursday)**

<b>07H50 – 08H00</b>	<b>RECAP</b>	<b>Facilitator</b>
<b>08H00 - 09H10</b>	<b>Information, Logistics and Travel</b>	<b>Facilitator</b>
<b>09H10 – 10H20</b>	<b>Kit, Transport and Equipment</b>	<b>Facilitator</b>
<b>10H20 – 10H35</b>	<b>TEA</b>	<b>TEA</b>
<b>10H35 – 11H30</b>	<b>Ethics and Fair Play</b>	<b>Facilitator</b>
<b>11H30 – 12H30</b>	<b>Risk Management</b>	<b>Facilitator</b>
<b>12H30 – 13H30</b>	<b>Safety and Injury in Sport</b>	<b>Facilitator</b>
<b>13H30 – 14H00</b>	<b>Media and public Relations in Team Management</b>	<b>Facilitator</b>
<b>14H00 – 14H15</b>	<b>Way forward and Closure</b>	<b>Facilitator</b>
<b>14H30</b>	<b>Lunch and Departure</b>	<b>Lunch and Departure</b>