

Governance Development Programme Guide

October 2021



Mayfield Group
Develop Lead Inspire

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COOPERATIVE BUSINESS NEW ZEALAND

Welcome

A note from your CEO - Roz Henry

Cooperative Business New Zealand is proud to extend its governance programme offerings by partnering with Mayfield Group. This comprehensive programme is designed to support developing future governors operating within the cooperative and governance environments. The programme is open to all members of Cooperative Business New Zealand and their shareholders, designed specifically for aspiring directors and those that are new to boards.

With the cooperative sector making up a large part of the New Zealand economy (including societies and mutuals), it is hugely important that we equip the next generation of leaders to make the right decisions. Ensuring good governance is a key issue for cooperatives, and while there are similarities to corporate boards, there are nuances that present challenges and opportunities. Access to capital and the complexities of shareholder vs stakeholder demands, remain important issues that these boards must address.

Whilst the programme will have cooperative themes throughout, participants can expect to gain key transferrable knowledge around finance, effective board practice, communication, reputation, legal duties of directors and diversity. During the workshops you'll also engage with experienced directors who will share their experiences, including an interactive panel session.

Succession planning and protecting our future is vital. I hope you will take up this unique opportunity and either sign up yourself, or nominate talented individuals who will ensure your prospective board talent pipeline continues.

Kind regards,

Roz Henry

For more information, contact Jo at jo@mayfieldgroup.co.nz





About Mayfield Group

Mayfield Group, specialises in the management, development and delivery of governance programmes for senior executives, current directors and aspiring directors. Mayfield's vision is to develop, lead and inspire the next generation of talent on board's.

Mayfield mainly works in conjunction with Janine Smith, Principal of The Boardroom Practice Ltd, to develop and customise programmes. This includes bringing together experienced speakers, presenters, mentors and coaches from a wide range of industries, to deliver programmes that are specific to each organisation's requirements.

Mayfield's Managing Director is Jo Guy, who has more than 20 years' experience in the training, learning and development industry.

Nga mihi,
Jo

Mayfield offers services that are registered with the Regional Business Partner Network. Small and medium sized businesses may qualify for funding towards this programme to support them. Find out more by visiting our website or

www.regionalbusinesspartners.co.nz



Jo Guy

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Lead facilitators

The programme will include a wide range of experienced speakers and subject matter experts, but the following facilitators will anchor the programme.

Janine Smith MNZM

Principal and chair of The Boardroom Practice

Janine has been a company director for over twenty years. Her wide-ranging knowledge and expertise arise from her experience as a CEO, and executive and independent director with companies in the commercial, arts and education sectors, both in New Zealand and overseas. Janine is a graduate of the London Business School and President of the Auckland Chapter of Alumni.

Janine has worked with the Fonterra Governance Development Programme since 2010 as both co-creator and presenter of the programme. She is also the only independent member of the Fonterra Governance Committee.

Further, through The Boardroom Practice, Janine has developed and customised a number of training programmes for other industries. These include agribusiness, DHB's & PHO's, government organisations such as councils and state services and industry body's Auckland Rugby League and Institute of Refrigeration, to name but a few.



Associate Professor David Tweed

David is an educator, director and strategist. He has designed, directed, and delivered many governance development programmes over the past decade. David has many years experience managing governance education in the cooperative sector and has designed and delivered governance master classes for the boards of many State-Owned Enterprises.

David has served in many governance roles spanning 25 years, mostly in NFPs. He is currently board chair for a private company and on the board of a trading trust, employing more than 300 staff.

He is a graduate of the London Business School and completed the LBS Senior Executive Programme after six years of senior management experience.





Programme Outline

Participants will undertake a six-month governance programme which includes two residential workshops, coaching and monthly Zoom calls.

On the programme, participants can expect to:

- Gain further insights into governance and differentiate the roles of governance and management.
- Understand the fundamentals of governance best practice within different governance types and structures
- Increase your understanding around future themes affecting boards such as diversity, cybersecurity, legislation (health and safety) and technologies
- Develop your leadership skills and confidence
- Network with like-minded individuals and be part of the programme alumni
- Grow your potential with coaching sessions designed to plot your governance journey.

PROGRAMME STRUCTURE

The following table shows the proposed structure of the six-month programme and should be considered a guide only. Participants are required to complete all elements of the programme.

Component	Duration
MBTI assessment – pre course	40 minutes
First workshop	3 days
First coaching call	1 hour
First group call	1 hour
Second group call	1 hour
Third group call	1 hour
Second workshop	3 days
Second coaching call	1 hour



MYERS-BRIGGS TYPE INDICATOR

Mayfield completes a Myers-Briggs Type Indicator (MBTI) assessments for each participant prior to attending the first workshop. This psychometric test provides insights into how people perceive the world and make decisions. Understanding personality types is a critical part of being a successful governor and leader.

WORKSHOPS

Participants will attend two workshops in Auckland at the beginning and end of the programme. Each workshop is three days and the content will include the following themes.

- Governance in the cooperative context
- Finance and performance
- Strategy
- Risk and the risk toolkit
- Health and safety including mental health and wellbeing
- Effective board practice and processes
- Business continuity
- Unconscious bias
- Diversity of thought and the impacts for boards
- Understanding personality types for negotiation and influence
- Legal and fiduciary duties of directors
- Bullying and harassment
- Critical and strategic thinking
- Reputation and communication
- Technologies and the role of social media
- Individual and group decision making
- Case studies and live board simulation exercises
- Experienced directors discussion panel.

REMOTE LEARNING

The remote learning components are the key connection between workshops that support and enhance a participant's development. So that learnings can be applied to your every-day business, it's vital that you connect with your programme mentor/coach and peers so that programme learnings are always top of mind.

These include Zoom calls and one on one coaching.



Zoom calls

Individuals are divided up into smaller groups of approximately four, which then form the basis for zoom calls, following the first workshop. These offer an opportunity for participants to network and discuss key governance related issues using pre-readings designed to generate meaningful discussions. Calls are facilitated by an experience programme director.

One-on-one coaching

Individuals will participate in two, one-on-one coaching calls during the programme. These sessions are a check-point to ensure progress is being made and will also provide you with a forum to talk about your own governance journey and development. Participants make use of a learning and development process where participants record their learnings, direction, goals and growing self-awareness.

Important dates and calendar

KEY DATES

Registrations open	Now
Registrations close	15th October 2021
First workshop	27, 28, 29 October 2021
Second workshop	April 2022

The number of places on the programme is limited, so please ensure you have registered in a timely manner.

PROGRAMME CALENDAR

The following table shows the proposed structure of the six-month programme and should be considered a guide only as dates may be subject to change depending on the availability of speakers. Participants are required to complete all elements of the programme.

Component	Date	Duration
MBTI assessment – pre course	October	40 minutes
First workshop	October	3 days
First coaching call	November	1 hour
First group call	December	1 hour
Second group call	February	1 hour
Third group call	March	1 hour
Second workshop	April	3 days
Second coaching call	April	1 hour



Registrations and fees

Registrations are encouraged from the following:

- Full members
- Provisional members
- Corporate associate members
- Individual associate members
- Shareholders of cooperatives who are members
- Nonmembers who have cooperative affiliations

Interested parties should complete and submit their registration form to Jo Guy at Mayfield Group via jo@mayfieldgroup.co.nz. Registration forms can be found by enquiring through Jo at the above email address.

Course fee **\$9,500+GST***

* Up to 50% may be paid by the Regional Business Partner Network for eligible businesses

Non-members course fee **\$11,500+GST***

Fees are payable to Mayfield Group upon confirmation of your selection. Fees include general course related expenses including accommodation, meals, materials, mentoring and coaching. Travel is not included - participants need to find their own way to and from the programme.

MEMBERSHIP OPTIONS

The following are membership options for Cooperative Business New Zealand. For annual subscription fees and further details please visit <https://nz.coop>

Full Membership is open to cooperatives, mutuals and societies whose constitutions, or governing documents, provide that the cooperative principle is paramount.

Provisional Membership is for groups of individuals, businesses and organisations who are intending to set up a new cooperative business, or considering converting an existing business into a cooperative.

Corporate Associate Membership is for non-cooperative businesses and organisations that wish to provide their professional services to Cooperative Businesses NZ's Full and Provisional Members and / or wish to support the cooperative movement here in NZ.

Individual Associate Membership is for individuals who are keen to support and be involved with the cooperative movement in this country.

For more information, contact Jo at jo@mayfieldgroup.co.nz



How to apply

The programme is open to all members of Cooperative Business New Zealand and their shareholders.

Registrations are encouraged from the following:

- directors who are new to boards
- individuals who aspire to be on boards
- directors who have never undergone any formal training
- iwi trustee's (Mana Whakahaere)
- other trustees and Not-for Profit organisations.

Interested parties should complete and submit their registration form to Jo Guy at Mayfield Group via jo@mayfieldgroup.co.nz. Registration forms can be found by enquiring through Jo at the above email address.

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