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COOPERATIVE BUSINESS NEW ZEALAND



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PROGRAMME FEES

# MAYFIELD CO-OP GOVERNANCE DEVELOPMENT PROGRAMME GUIDE

May 2024

# INTRODUCTION

from Co-operative Business  
New Zealand CEO - Roz Henry

Co-operative 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 Co-operative 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 quality 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



# WELCOME FROM MAYFIELD GROUP

## JO WOOLLEY

**Managing Director** | Mayfield Group

jo@mayfieldgroup.co.nz

027 886 5700

www.mayfieldgroup.co.nz

Mayfield Group specialises in learning and development, with the Mayfield Cooperative Governance Development Programme being its flagship product. This executive governance programme is targeted at current directors, aspiring directors and senior leaders.

Mayfield's vision is to develop, lead and inspire the next generation of talent, to make a more effective contribution to the boards of New Zealand.

Jo Guy is the Managing Director of Mayfield Group and has over 20 years' experience in the learning and development space.

She has worked with corporates, iwi, government, tertiary, cooperative and private agencies, successfully developing end-to-end learning solutions.

Jo's vision is to develop meaningful, results-focused learning programmes, using sound pedagogical methods for adult education.

Applying blended learning approaches, Blooms Taxonomy and adult game-based theory, Jo's passion is empowering talent to meet today's challenges head on and give them the tools to make a meaningful future impact.

Jo was part of the award-winning Governance Health and Safety modules designed through Government Health and Safety Lead for government agencies.

She is a Myers-Briggs® accredited trainer and sits on the RNZIH- Education Trust which manages the Young Horticulture of the Year Competition.





# ABOUT MAYFIELD



Mayfield Group delivers governance courses and learning and development solutions. Our vision is to give businesses and course participants the tools they need to make an effective, meaningful future impact.

## MAYFIELD'S OTHER SERVICE OFFERINGS INCLUDE:



Articulate360  
online module  
design



Workbook, Powerpoint  
and content design and  
development for other  
workshops



Myers Briggs Type  
Indicator® assessment  
for coaching and team  
building

# 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**

**Lead workshop  
facilitator**

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, DHBs and PHOs, government organisations such as councils and state services and industry bodies Auckland Rugby League and Institute of Refrigeration, to name but a few.



**DAVID  
TWEED**

**Lead remote  
facilitator**

Associate Professor

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.



Explore key governance themes for application around your own board including strategy, risk, finance and the legal and fiduciary duties of directors.



Increase your understanding around future themes affecting boards such as diversity, cybersecurity, legislation (health and safety) and technologies.



Network with like-minded individuals and be part of the programme alumni.



Grow your potential with coaching sessions designed to plot your governance journey.



Develop your leadership skills and confidence.



## 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
<b>MBTI ASSESSMENT – PRE COURSE</b>	40 minutes
<b>FIRST WORKSHOP</b>	3 days
<b>FIRST COACHING CALL</b>	1 hour
<b>FIRST GROUP CALL</b>	1 hour
<b>SECOND GROUP CALL</b>	1 hour
<b>THIRD GROUP CALL</b>	1 hour
<b>SECOND WORKSHOP</b>	3 days
<b>SECOND COACHING CALL</b>	1 hour

## WORKSHOP CONTENT

Participants will attend two workshops in Auckland at the beginning and end of the programme.



**Governance** in the cooperative context



**Finance and performance**



**Strategy, risk and the risk toolkit**



**Legal and fiduciary duties** of directors



**Health and safety** including mental health and wellbeing



**Effective board practice** and processes



**Unconscious bias, diversity of thought and the impacts for boards**



**Understanding personality types** for negotiation and influence



**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**





## MYERS- BRIGGS TYPE INDICATOR

Mayfield completes **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.**

## REMOTE LEARNING SUPPORT

The remote learning components are the key connection between workshops that support and enhance a participant's development. These include Zoom calls and one-on-one coaching



### ZOOM CALLS

**Individuals are divided up into smaller groups of approximately 4-5**, 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 **experienced 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

<b>REGISTRATIONS OPEN</b>	Now
<b>REGISTRATIONS CLOSE</b>	1 May 2024
<b>FIRST WORKSHOP</b>	13,14,15 May 2024
<b>SECOND WORKSHOP</b>	November 2024

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
<b>ASSESSMENT – PRE COURSE</b>	May	40 minutes
<b>FIRST WORKSHOP</b>	May	3 days
<b>FIRST GROUP CALL</b>	June	1 hour
<b>SECOND GROUP CALL</b>	July	1 hour
<b>FIRST COACHING CALL</b>	August	1 hour
<b>THIRD GROUP CALL</b>	September	1 hour
<b>SECOND COACHING CALL</b>	October	1 hour
<b>SECOND WORKSHOP</b>	November	3 days

# REGISTRATIONS AND FEES

The programme is open to all members of Co-operative Business New Zealand, their shareholders and associated stakeholders.

## 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.



Fees are payable to Mayfield Group Ltd. Fees include general course-related expenses including workshops, distance learning, meals, materials and coaching. Travel is not included – participants need to find their own way to and from the programme.

## HOW TO APPLY

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

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

# TESTIMONIALS

Mayfield is proud to consistently rate highly with directors who are new to governance as well as more experienced directors. Here is what some participants who have completed the programme have to say.

"Excellent speakers and governors. Real people with real experiences."

– Robyn, **MG Marketing**

"Excellent course, very well put together and great input from guest speakers. I have gained a huge amount of knowledge and feel that my personal growth has been huge."

– Cameron, **NZ Hops**

"Outstanding course content. I would definitely recommend to my peers."

– Rhonda, **Associate Director**

"The quality of speakers involved in the course was great. I enjoyed the group exercises between the workshops. I give this a 10/10."

– Lee-Ann, **Director Family Trust**

"The presenters were all top class and I appreciated their openness and humility."

– Paul, **EastPack**

## MAYFIELD HAS WELCOMED WORKSHOP PARTICIPANTS FROM:





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