

6 Month  
“Leaders”  
Program

## Course overview.

LEVEL 1

This accelerated learning program includes five modules that are critical for leaders managing performance outcomes in others. All modules are underpinned with with emotional intelligence principals to enhance the importance of building professional relationships within the workplace. This would be beneficial for any leader, formal or informal. Participants will learn to develop and implement best practice strategies that enhance relationships, both at work and in life generally.

Co-mentored learning builds confidence through peer group discussion and socialising ideas. It embodies the art of sharing and the benefits of safe (and fun) collaboration.

### INCLUDES

6 month program with Coach & Mentor

3 x 2.5 hour in-house Masterclasses

Monthly support, learning transfer materials, resources

Work file & materials provided

HR Reporting on attendance participation, session highlights & learning transfer

This is a 6 month co-mentoring program covering 5 leadership modules. 3 modules delivered via 2.5 hour face to face ‘masterclasses’, 2 modules are self-paced. All learning materials and journals are provided.

\* Course dates will be confirmed when attendee numbers are achieved.

# LEARNING OUTCOMES

## CRUCIAL CONVERSATIONS

- Identify what a crucial conversation is and why it's important?
- Understand why conversations go 'crucial'
- Identify behaviours associated with crucial conversations
- Structured technique for conducting a best practice workplace conversation
  - preparation, mindset, trust, goals
- Practice key skills for communication – listening & questioning
- Set goals appropriately

## DELEGATION SKILLS

- Understand why delegation is so important
- Understand the purposes of delegation
- Understand when to delegate and under what circumstances
- Understand the organisational advantages of delegation
- Be able to use a structured delegation framework
- Be able to avoid pitfalls and barriers to effective delegation

## COACHING SKILLS

- What is coaching and why is it important?
- Understand the benefits of coaching
- Best practice coaching tool
- How to prepare for a coaching session in 3 steps – prepare, discuss, follow-up
- Identify yours and others learning styles
- Adult learning principles
- Key skills necessary for effective coaching

## GOAL SETTING

- Understand the importance of goal setting
- Know what types of goals to set
- Be able to use the SMART goal setting technique effectively
- Manage obstacles to goal setting more effectively
- Understand the link between motivation and goal setting at work
- Understand what really motivates your team

## TIME MANAGEMENT

- Understand the concept of time management
- Understand the benefits gained by improving time management skills
- How to plan your day effectively and prioritise your tasks
- Identify and discuss most common time wasters - procrastination, interruptions, multitasking etc
- Identify and overcome your procrastination tendencies
- Create action plan to improve productivity