

Leading and Managing for Results



Organisations that have highly effective and well-trained managers benefit through improved efficiencies, increased productivity, reduced operating costs and increased profits.

The Outcomes:

The Leading and Managing for Results course from Leadership Management Australia (LMA) develops your key people in leadership, management and supervisory roles to enhance their abilities to meet overall organisational objectives whilst enhancing the spirit of teamwork and mutual support required to achieve team goals.

Participants can expect to:

- Enhance leadership capabilities
- Improve delegation skills
- Identify high payoff activities
- Develop communication skills
- Apply key actions and principles to improve both individual and team productivity and create results
- Create greater empowerment and synergy within the team
- Increase self confidence
- Generate organisational growth
- Improve personal and team time management
- Improve decision making skills

Module Content:

Overview Meeting

- What is Success?
- Developing Potential Learning and Development Goals to be Achieved in the Workplace

Module One

Successful Managers and Leaders are Made – Not Born

- Building on the Base of Success
- The Purpose of Leadership Development
- Leading Change and Innovation
- The Definition of Success
- Plan of Action

Module Two

Exercising Authority Effectively

- The Source of Authority
- A Positive Approach to Discipline
- Planning, Preparing and Preventing
- Accountability
- Taking Corrective Action
- Handling More Serious Problems
- Plan of Action

Module Three

Improving Results through Better Time Management

- The Value of Time
- Managing Your Time
- Managing the Time of Others
- Maximising Time Use
- Conducting Successful Meetings
- The Benefits of Time Management
- Plan of Action

Module Four

The Art of Delegation

- What is Effective Delegation?
- Attitudes for Delegation
- Levels of Delegation
- Feedback on Performance
- Upward Delegation
- Plan of Action

Module Five

Mid-Course Review Workshop

- Review of Learning and Results Accomplished
- Progress on Course Goals
- Plan of Action

Module Six

Decision Making and Problem Solving

- The Responsibility of Leadership
- The Manager as Decision Maker
- Taking Risks/Solving Problems
- The Art of Giving Instructions
- Plan of Action

Module Seven

Motivating People to Produce

- Understanding Motivation
- Traditional Methods of Motivation
- Attitude Motivation
- Capitalising on the Power of Informal Leaders and Groups
- Developing a Motivational Plan
- Plan of Action

Creating exceptional results through people.

Go to www.lma.biz for feedback from participants



Module Eight

Handling and Preventing Problems with People

- Opportunity in Every Difficulty
- An Ounce of Prevention
- Attitudes for Problem Prevention
- Separating Organisational and Personal Problems
- Productively Handling Problems Involving People
- Dealing with Irrational Behaviour
- Plan of Action

Graduation

- Individual Presentation of Course Results to Participants
- Team Performance Improvement Plan
- Awarding of Course Completion Certificates

Refocus Workshop

- An opportunity for the Participant to reaffirm strategies and evaluate ongoing learning and changes

Module Nine

Developing People's Potential Through Training & Development

- The Key to Increased Productivity
- Training and Developing the Right People
- The Benefits of Training and Developing People
- The Principles of Learning
- The Training and Development Process
- Your Attitude Toward Training and Development
- The Manager and the Bottom Line
- Plan of Action



NATIONALLY RECOGNISED
TRAINING

The Unique LMA Process:

LMA delivers a process that not only provides skill and competency development, but changes the attitudes and behaviours of the Participant.

To ensure that measurable results and a return on investment are achieved:

- Specific workplace goals for learning and performance improvement are established in consultation between Participant and their manager(s)
- Comprehensive resource material including Manuals (including Digital version), CDs and Plans of Action are provided to the Participant. This enables multi-sensory learning and easy review
- Interactive modules are facilitated in convenient, weekly or fortnightly workshops
- Each workshop concludes with application and action steps to produce measurable results
- LMA's unique Feedback Online process provides real time assessment of progress
- Mid and Post Course Reviews are conducted by the LMA Client Support person with the Participant and their Manager/ Mentor
- Participants present key results and a summary of course accomplishments at a special Graduation Meeting

Units of competency:

Upon successful completion of assessment activities Participants will receive a Statement of Attainment for the following units from BSB42015 Certificate IV in Leadership and Management:

- BSBMGT401 Show Leadership in the Workplace
- BSBLDR403 Lead Team Effectiveness
- BSBWOR404 Develop Work Priorities
- BSBLDR402 Lead Effective Workplace Relationships
- BSBLED401 Develop Teams and individuals
- BSBINN301 Promote Innovation in a Team Environment

Expected course duration: 21 weeks (weekly delivery) or 28 weeks (fortnightly delivery)

**There is a wonderful tool.
Without it there would be no wheel, no trips to the moon and no internet.
Chances are you use one or more in your organisation.
Keep it sharp and your business will prosper. Neglect it at your risk.
People.**