



Managing for High Performance

Enable your managers to achieve a significant increase in the performance and productivity of the teams or departments they lead.

In today's highly competitive business environment, companies are continuously challenged to develop their organisational capabilities for sustained levels of high performance. This can only be achieved by developing leaders who are capable of achieving continuously improving levels of performance from their teams.

LMA's Managing for High Performance course is designed to unlock the untapped potential of people leading teams and departments. The course provides a proven learning and development methodology that will enable supervisors and managers who are already doing a good job, to do an even better job. They will learn how to change the dynamics of their workplace to create a high performance environment.

The Unique LMA Process

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

To ensure that measurable results and a Return On Investment are achieved:

- Specific workplace goals for learning and performance improvement and a significant workplace project are established in consultation between the Participant, their appointed Manager/Mentor and their LMA Course Coach

- Individual support from the LMA Course Coach guides the Participant's learning into "on the job" application
- Complete resource materials allow multisensory learning, spaced repetition and review
- Interactive workshops are led by experienced **Facilitators**
- Each workshop concludes with Personal Application and Action Steps to produce measurable results
- LMA's unique Feedback Online system provides real time assessment of progress
- Mid and Post-Course Reviews are conducted by the LMA Course Coach with the Participant and their Manager/Mentor
- Participants present key results and a summary of course accomplishments at a special Graduation Meeting.

Creating exceptional results through people.

Go to www.lma.biz for feedback from participants



Module Content

Overview Meeting

- About LMA/LMI
- How to Achieve the Best Results from this Course
- The LMA Learning Process
- Course Methodology / Units of Competency
- Commence Project Management (Online)
- Introduction to Win Win Agreement Goals
- Plan of Action

Module One – Accepting the Challenge

- Are you Ready for a Challenge?
- Developing Personal Leadership
- The Principles of Goal Setting
- Achieving Balance In Life
- Types of Goals
- How to use Goal Planning Sheets
- Developing your Win-Win Agreement Goals and Workplace Project
- Introduction to Project Management
- Plan of Action

Module Two – Developing a High Performance Environment

- Can you Develop a High Performance Environment?
- The Nature of High Performance
- Developing Teamwork
- Embracing Change
- Plan of Action

Module Three – Building the Framework for Continuous Improvement

- Do you have a Framework to Encourage Continuous Improvement?
- Where Do You Start?
- Committing the Team to Continuous Improvement
- Clearly Defined Goals and Objectives
- Clearly Defined Roles
- Using Performance Reviews to Stimulate Continuous Improvement
- Efficient and Effective Systems for Continuous Improvement
- Plan of Action

Module Four – Creating a Commitment to Learning and Innovation

- What Does It Take to Create a Team Learning Commitment?
- The First Steps in Creating a Team Learning Commitment
- Developing Training and Development Strategies
- Your Greatest Asset – Your People
- Plan of Action

Module Five – Ensuring a Safe and Secure Workplace (Online Learning)

- How Safe is your Workplace?
- OH&S Policies and Procedures
- Arrangements for the Management of OH&S
- Procedures for Providing OH&S
- Identifying Hazards and Assessing Risks
- Procedures for Controlling Risks
- Procedures for Maintaining OH&S Records for the Team
- Safe Workplace Checklist

Module Six – Workplace Project Review Forum

- How will you Complete your Workplace Project?
- Overall Review of Progress to Date
- Workplace Project
- Actions for Project Completion and Sign-Off
- Extending the Challenge
- Capitalising on Your Efforts
- Project Management Checklist

Graduation

- Course Summary
- Individual Presentation of Course Results by Participants
- Awarding of Course Completion Certificates and Statements of Attainment

Competencies incorporated from Certificate IV in Business (Frontline Management)

BSBWHS401A Implement and Monitor WHS Policies
BSBPMG522A Undertake Project Work
BSBMGT405A Provide Personal Leadership

BSBMGT402A Implement Operational Plan
BSBMGT403A Implement Continuous Improvement
BSBWOR402A Promote Team Effectiveness