



EFFECTIVE PERSONAL LEADERSHIP

Realise your own personal potential now.



THE OUTCOMES

The organisation of the future is an organisation where everyone is a leader.

It is only when people are able to lead themselves that they are actually empowered to be creative and innovative as well as to achieve the highest level of personal performance and achievement.

A leader's personal motivation, emotional intelligence and self-image are key to how they perform, respond and lead.

The Effective Personal Leadership course from Leadership Management Australia (LMA) builds on existing strengths and focuses on the required attitude and behavioural changes needed to cope with the pace and fast-changing nature of modern life and business.

LMA's Effective Personal Leadership course helps participants:

- Develop clarity, vision and purpose.
- Define their personal values and goals.
- Understand and implement actions to strengthen attitudes and behaviours.
- Develop and implement an Action Plan for their life.
- Strengthen Emotional Intelligence.
- Become strong leaders, mentors and coaches.
- Take charge of their own personal development.
- Increase personal and team productivity.
- Create a culture of inspiration and motivation.
- Have a greater impact on their organisation's future.
- Achieve their full potential.

OVERVIEW MEETING

The Total Leader® Concept and Personal Leadership
Understanding What Personal Leadership Means
Personal Leadership versus Formal Leadership

How to Develop Personal Leadership
Developing Personal Leadership through Goals
Starting the Goal-Setting Process

MODULE 01

YOUR POTENTIAL FOR PERSONAL LEADERSHIP

Believing in Your Full Potential
Discovering Your Untapped Potential
Your Opportunity for Leadership Growth
Personal Leadership Requires Courage
Focusing on Your Strengths
The Rewards of Leadership
The Internal Nature of Personal Leadership

MODULE 02

SELF-KNOWLEDGE: THE SOURCE OF PERSONAL LEADERSHIP

Self-Knowledge and Emotional Intelligence
Leading with Emotional Intelligence
Understanding Our Past
Breaking Out of a Conditioned Existence
Developing a Strong Self-Image
True Leaders Are Authentic Leaders
Committing to Authentic Leadership

MODULE 03

SIX ESSENTIALS OF PERSONAL LEADERSHIP

Success Essential #1: Personal Responsibility
Success Essential #2: Purpose
Success Essential #3: Plan
Success Essential #4: Passion
Success Essential #5: Positive Expectancy
Success Essential #6: Persistence

MODULE 04

TAKE PERSONAL RESPONSIBILITY

Personal Responsibility Equals Freedom
Personal Responsibility and Self-Motivation
Recognizing Our Basic Human Needs
The Disadvantages of Motivation through Fear
The Limits of Motivation through Incentive
The Power of Motivation through Attitudes

MODULE 05

DISCOVER YOUR PURPOSE

Singleness of Purpose Requires Commitment
Discovering Your Life Purpose
Crystallizing Your Life Purpose
Establishing Your Priorities
Creating a Personal Mission Statement
The Fundamentals of Goal Setting
Avoiding Distractions on Your Path

MODULE 06

PLAN YOUR PATH

Programming Your Goal-Setting Computer
Committing to Your Goals
Understanding Different Goals
Tangible and Intangible Goals
Obstacles to Goals Achievement
The Power of Target Dates
Is it Worth it to Me?

MODULE
07

IGNITE YOUR PASSION

Making Passion a Way of Life
The Hallmarks of Genuine Passion
Enthusiasm Reflects Your Passion
Controlling the Emotional Climate
How to Build Enthusiasm
The Benefits of Enthusiasm

MODULE
08

ACT WITH POSITIVE EXPECTANCY

Positive Expectancy Requires Belief
How Positive Expectancy Works
Positive Expectancy Starts with Affirmation
Positive Expectancy Is Magnified with Visualization
Developing an Attitude of Positive Expectancy
How Our Attitudes and Habits Are Formed
Changing Current Attitudes and Habits
The Self-Fulfilling Prophecy

MODULE
09

FOLLOW THROUGH WITH PERSISTENCE

Reasons Why People Quit
Developing Iron-Willed Persistence
Turning Adversity into Opportunity
Making Good Decisions Requires Persistence
Persistence Pays Off!

MODULE
10

LIVING A BALANCED LIFE

The Total Person® and Personal Leadership
Planning Your Time with Priorities in Mind
Time Is Your Most Valuable Asset
Taking Responsibility for the Time You Use
Becoming a Total Person®

MODULE
11

THE ART OF SUCCESSFUL COMMUNICATION

Leaders Are Communicators
The Critical Role of Empathy in Communication
Learning to Listen with Empathy
Developing Empathy
Setting an Example by Relationship Management
Leadership through Communication

MODULE
12

MULTIPLYING YOUR LEADERSHIP

Leaders Have Integrity and Character
Leaders Are Role Models
Leaders Are Developers of People
Leaders Are Empowerers of People
The Rewards of Empowering Others
Living a Life Filled with Potential
The Leadership Challenge

GRADUATION

Individual Presentation of Course Results to Participants
Awarding of Course Completion Certificates



**Empowered people.
Better results.**

THE UNIQUE LMA PROCESS

LMA's unique development process focusses on helping people change their attitudes and behaviours so that they achieve measurably greater results in all areas of life.

TO ENSURE THAT THESE MEASURABLE RESULTS ARE ACHIEVED:

- Specific personal and organisational goals are established in consultation with participants and, when appropriate, their managers.
- Individual support from the LMA Facilitator/Coach guides the participant in the practical application of the learnings towards the achievement of their personal and organisational goals.
- Comprehensive resource materials including Manuals, Audio files and Plans of Action are provided to the participant. This enables multi-sensory learning and easy review.
- 12 Interactive Modules are facilitated in convenient weekly/fortnightly workshops.
- Each workshop focusses on the practical application of learnings and the specific action steps required to achieve measurable results.
- Participants work with LMA's Facilitator/Coach to track and measure progress towards their personal and organisational goals.
- Participants benefit from the collective life and work experiences of the group.

**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.**

Leadership Management Australia Pty Ltd / Leadership Management Australasia (NZ) Ltd
1400 Malvern Road, Glen Iris VIC 3146 [Tel \(Aust\) +61 3 9822 1301](tel:+61398221301) or [1800 333 270](tel:+61398221301)
[Tel \(NZ\) 0800 333 270](tel:+61398221301) [Fax +61 3 9824 7154](tel:+61398247154) [Email info@lma.biz](mailto:info@lma.biz) [Web www.lma.biz](http://www.lma.biz)

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