



# LEADING AND MANAGING FOR RESULTS



## THE OUTCOMES

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

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

## OVERVIEW MEETING

What is Success?

Developing Potential Learning  
and Development Goals to be  
Achieved in the Workplace

### MODULE 01

#### 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 02

#### 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 03

#### 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 04

#### THE ART OF DELEGATION

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

### MODULE 05

#### MID-COURSE REVIEW WORKSHOP

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

MODULE  
06

**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  
07

**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

MODULE  
08

**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

MODULE  
09

**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

**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



**Empowered people.  
Better results.**

# 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), Audio files 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:

CODE	TITLE
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



NATIONALLY RECOGNISED  
TRAINING

Expected course duration: 28 weeks  
BSB42015 Status on National  
Register: Current

**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.**

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