



MANAGING FOR HIGH PERFORMANCE



THE OUTCOMES

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.

The Managing for High Performance course from Leadership Management Australia (LMA) 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.

OVERVIEW MEETING

About LMA/LMI

How to Achieve the Best Results from this Course

The LMA Learning Process

Course Methodology / Units of Competency

Introduction to Win Win Agreement Goals

Plan of Action

MODULE 01

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 02

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 03

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
04

**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
05

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
06

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

Plan of Action

GRADUATION

Individual Presentation of Course Results to Participants

Team Performance Improvement Plan

Awarding of Course Completion Certificates



**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)
- Individual support from the LMA Facilitator/Coach guides the Participant's "on the job" application of the learning to the accomplishment of the goals
- Comprehensive resource material including Manuals, Audio files and Plans of Action are provided to the Participant. This enables multi-sensory learning and easy review
- Interactive workshops are led by experienced Facilitators
- 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 Review Discussions 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 |
|------------|---|
| BSBLDR401 | Communicate Effectively as a Workplace Leader |
| BSBMGT402 | Implement Operational Plan |
| BSBMGT403 | Implement Continuous Improvement |
| BSBWHS401 | Implement and monitor WHS policies, procedure and programs to meet legislative requirements |
| BSBPMG522 | Undertake Project Work |
| BSBRISK401 | Identify Risk and Risk Management Processes |



NATIONALLY RECOGNISED
TRAINING

Expected course duration: 26 weeks
BSB42015 Status on National
Register: Current

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

Leadership Management Australia uses authorised Licensees to promote our training services nationally.
All training and assessment is conducted by Leadership Management Australia RTO #3908 / PTE #7722