



# EFFECTIVE PERSONAL LEADERSHIP



## THE OUTCOMES

Organisations that allow people to develop their individual potential and personal leadership characteristics produce highly motivated and self confident managers and leaders.

The Effective Personal Leadership course from Leadership Management Australasia (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 delivers a process that not only provides skill and competency development, but changes the attitudes and behaviours of the participant. This course is designed for anyone in an organisation responsible for obtaining results through people.

### 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 the 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
- 15 interactive modules are facilitated in convenient weekly 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
- Participants present key results and a summary of course accomplishments

**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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