



## What to expect from LMA LinkedIn Groups

LMA utilises LinkedIn Groups for the benefit of you, our participant. LinkedIn Groups provide a forum for communication and network with your fellow course participants and the wider LMA graduate community.

Benefits you will gain from LMA LinkedIn Group membership:

- Communication among course participants.
- Professional networking with LMA graduates from all industries, across Australia and New Zealand.
- Access to leadership tips and information from LMA.

### Communication

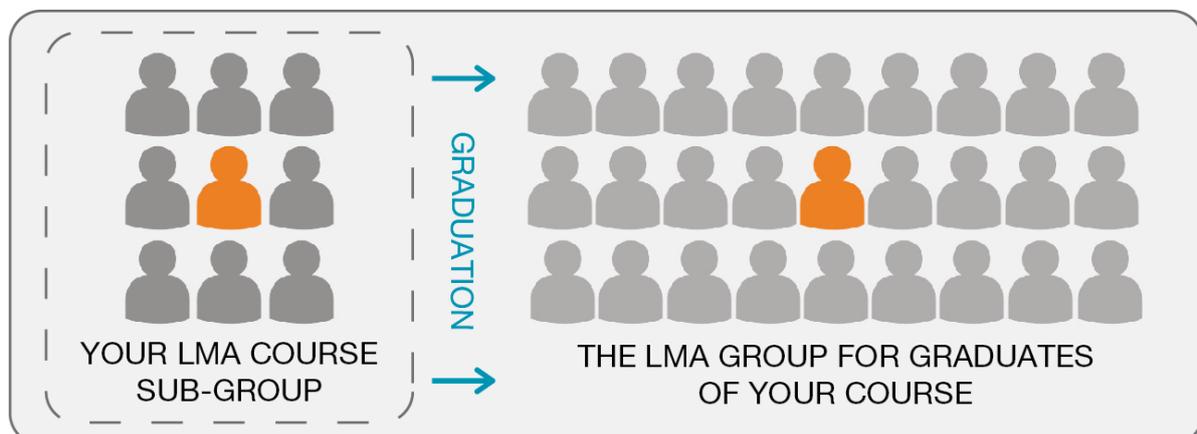
Previous participants asked us to provide a means by which they could keep in contact with fellow participants during and after their course. Accordingly we have set up LMA LinkedIn Groups.

How does it all work?

A private sub-group is set up for each course date to enable participants in that course to communicate and network amongst themselves for the duration of the course.

Upon completion of the course the sub-group will be closed and you will have access to the wider course group; all of the LMA graduates of your course from around Australia and New Zealand.

You can use these groups to start discussions with LMA participants and graduates, share content, post questions and find answers.



## Networking

LMA LinkedIn Groups are a great place to discuss professional topics, trends, and issues with like-minded people. You can also use LinkedIn Groups to build and maintain a broader network of professionals you can trust.

Some ways to leverage group activity:

- Explore the latest or most popular topical discussions on the Discussions page.
- Start or participate in a discussion or poll.
- Send a message to a member if you want to reach out to them.

As a member of LMA's LinkedIn Groups you can send messages to other group member without being connected and grow your professional network.

## Leadership tips and information

As a member of a LMA LinkedIn Group you will have access to tips and information from a pre-eminent provider of thought leadership and best practice delivery in the development of people.

This valuable content is posted in LMA LinkedIn Groups for you to view, share, print and keep to help you and your team keep on track in your personal and professional development.

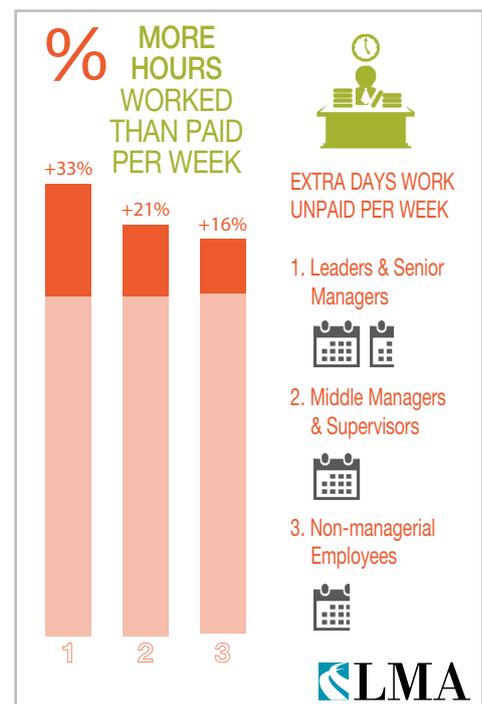
Here are some examples of the content that you could access:

**Time Management Tips: Keeping On Top Of Your Day**

- Manage Your Inbox**  
Open your emails in the morning, scan them through for anything important and then leave them alone for a good few hours. If you spend all day looking at your emails and responding instantly to everything that comes through, you will waste so much time when you could be dealing with important tasks.
- Categorise Your Tasks**  
Spend a few minutes in the morning categorising your tasks for the day in order of urgency and importance. By categorising them as either an A, B or C task you will find it easier to know what to work on first.
- Plan Your Day**  
It's best to plan about 85% of your day so that you know what you're going to work on and deal with throughout the day. Don't plan 100% of your day though - you need to leave 2 short passages of time so that you can respond to incoming requests or demands.
- Do Your Work!**  
At least 75% of your working day should actually be spent WORKING through the tasks you have set yourself for the day - so don't spend all day planning and end up running out of time to actually do the work you need to do!
- Write Tomorrow's To-Do List**  
Do this at the end of the working day so that you can start afresh in the morning. This will help your mind and your body "go home" and "switch off" together - which will help your work/life balance and help you to relax when you actually get home.

Creating exceptional results through people.

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## So what is next?

Your Facilitator will provide you with a guide to LinkedIn and the LMA LinkedIn Group. Join your LMA course sub-group on LinkedIn to start networking.