



WORKPLACE LEADERSHIP ESSENTIALS



OPPORTUNITY TO DEVELOP WORKPLACE LEADERSHIP SKILLS

The Workplace Leadership Essentials course consists of five workshops of three hours duration and covers three essential competencies (which form part of the BSB40520 - Certificate IV in Leadership and Management qualification).

The Workplace Leadership Essentials course will help participants to:

- Enhance their leadership capabilities
- Develop their communication skills
- Create greater synergy within their teams
- Improve their personal and team productivity.

Workshops will be delivered via Zoom technology.

Participants will be provided with a range of digital and hard copy resources to assist their learning and development.

Interested for yourself or for staff/team members?
Please contact us on 1800 333 270 or info@lma.biz



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Upon successful completion of assessment activities, participants will receive a Statement of Attainment in Certificate IV in Leadership and Management (BSB40520)

CODE	TITLE
BSBXCM401	Apply Communication Strategies in the Workplace
BSBPEF402	Develop Personal Work Priorities
BSBLDR411	Demonstrate Leadership in the Workplace

Overview Meeting

LMA's Unique Learning Process
Establishing Participant's Course Goals

Module 1 - Accepting the Leadership Challenge

Introduction	Improving Your Performance Through Prioritising
What is Success	Summary
Developing Personal Motivation	Workshop Activity
The Three Types of Motivation	Plan of Action
A Success Formula	

Module 2 - Improving Performance Through Better Time Utilisation

The Nature of Time	The Benefits to be Gained
The Value of Time	Workshop Activity
Tips for Improved Time Utilisation	Plan of Action
Improving the Team's Time Utilisation	

Module 3 - Developing Effective Teams

Types of Teams	The Ten Principles for Developing Effective Team
Your Role as a Team Leader	Exercising Authority Within the Team
The Benefits of Teamwork	Workshop Activity
Merging, Adapting and Performing	Plan of Action

Module 4 - Improving Communication and Relationships

What is Communication?	Positively Handling Problems with People
The Communication Cycle	Attitudes for Problem Prevention
What Influences Face to Face Communication?	The Benefits of Improved Communication
The Four Levels of Communication	Workshop Activity
Steps to Achieve More Effective Communication within Relationships	Plan of Action