

Discover how your people can be more effective as leaders and managers so they can deliver increased performance through their teams.

**Intelligent Performance presents . . .**

## ***The Workplace Essentials Development Series***

We're taking a fresh look at how quality learning and development can be delivered more effectively and in a way that meets client organisation and participant needs.

### **CUSTOMIZED FLEXIBLE DELIVERY**

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On-line, podcasting, DVD's, and self paced workbooks are all useful tools but none can match the richness and relevance of face to face learning. Having said that, we appreciate that many organisations cannot afford to have people out of the workplace for days on end, so we have come up with a flexible solution which delivers quality results and value.

The Workplace Essentials Development Series is a set of 6 modules delivered in a flexible, customized manner to meet the organisation and participant needs.

- We only take ***small groups*** – minimum of 4 people and a maximum of 10 people.
- Clients ***choose the modules*** to be delivered (minimum of 4 to be undertaken).
- Workshops are "***in-house***" allowing for relevant discussion and ***small group coaching***.
- Participants may undertake one on one ***follow-up coaching*** to cement and apply their learnings.
- Modules are ***one day duration and delivered fortnightly*** or scheduled to suit the client.

### **WHO SHOULD ATTEND?**

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Whilst relevant to all levels in an organisation this development series is best suited to team leaders through to middle managers. Advanced programs are available for more experience middle to senior management.

### **OUTCOMES FOR PARTICIPANTS**

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Ultimately it is up to the participant to implement what they have learnt. This development series will however provide them with the skills, knowledge and a compelling reason to make improvements to their own leadership performance. Participants will also come away with an increased level of confidence in their own ability to manage the performance of their team.

### **BENEFITS FOR THE ORGANISATION**

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Effective leaders and managers deliver benefits to the bottom line and increased customer and employee satisfaction. This development series will equip your key people to be more effective.

The method of delivery allows organisations to minimize the imposition of having key people away from the workplace as well as providing the flexibility to minimize the costs associated with learning and development.

## **DEVELOPMENT SERIES OVERVIEW**

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### **Module 1. Personal Development, Effectiveness and Self Awareness**

An understanding of one's self is a critical foundation to developing leadership, workplace relationships and communication skills. This module includes a personal behavioural profile, development goal setting and planning, personal organisation effectiveness.

### **Module 2. Communication Skills**

Essential to all relationships is effective communication skills. This module explores the communication process, giving and receiving feedback, dealing with conflict and assertive communication.

### **Module 3. Leading in the Workplace**

Leaders are required at all levels of the organisation. Effectiveness as a leader requires an understanding of the key elements of workplace leadership, when to use which styles, leading versus managing, setting direction and influencing.

### **Module 4. Team Development & Managing for Performance**

Based on a High Energy Team's model, this module includes a Team Management Profile and an understanding of the critical elements in effectively leading and managing a team. An essential aspect of team leadership is performance management. Participants will learn how to manage performance on a daily basis as well as maximizing the benefits from their organisations existing performance processes.

### **Module 5. Innovation and Continuous Improvement at Work**

Organisations and customers continually demand better, more efficient services and products. Understanding how to build a culture of innovation and continuous improvement will help managers deliver greater efficiencies and services, ultimately impacting the bottom line.

### **Module 6. Managing Change**

Whether imposed or self initiated, successful change implementation requires commitment to a process. From initiation and gaining buy-in to planning, implementing and monitoring, participants will learn the best ways to successfully implement and cope with change.

## **INVESTMENT**

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This development series is great value for money. Why pay per person for an external workshop when we will deliver customized learning for a base investment plus minimal cost per person.

You pay a facilitator fee and a small amount per person to cover materials and profile assessments.

A 50% course fee is payable prior to program commencement.

## **FOR MORE INFORMATION CONTACT**

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