

# Develop Your Leadership and Management Skills

*Critical to the success of any organisation is the ability of its leaders and managers to provide effective and efficient leadership, coaching and support to all of their teams. In this time of such rapid and continuing change, the ability to be able to provide this strong leadership, requires managers to be aware of, and then implement 'best practise' tools and techniques.*

## OVERVIEW

This course provides practical leadership and management training using well known 'best practise' tools and techniques delivered in a way which promotes interactive group learning and discussion in order to maximise individual outcomes.

Structured to meet the needs of all current and future leaders and managers, this unique program aims to assist participants to promote and implement change within their own organisation by developing practical action plans for themselves and their teams.

The program encourages all delegates to understand and challenge the following:

- The needs of their organisations, team and individuals
- Their current leadership and management styles
- Existing processes and procedures

## CONTENT

### Pre Program

- Develop personal objectives and outcomes
- Complete personal assessment of leadership and management styles

### Key Topics

- How to lead and manage teams
- Change management
- Individual and team dynamics
- Performance measurement and management
- Structured problem solving
- Creating a learning organisation
- Coaching skills
- Time management
- Good meeting and visual management
- Conflict resolution and difficult conversations

### Final Presentations

Using the objectives and outcomes agreed at the start of the program participants will develop and present a personal learning and action plan for the next 6 to 12 months

### Post Program (6 months after)

- Repeat personal assessment to identify developments in leadership and management styles
- 1 hour coaching session to review status of action plan

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## OUTCOMES

- Knowledge of leadership and management 'best practice' methodologies
- Practical tools and techniques to deliver change initiatives and improvements
- Awareness and understanding of individual and team dynamics, and how these can be used to achieve high performing teams
- Personal improvement plan focusing on strengths and areas for development

## FEEDBACK

"Excellent course content and well prepared"

"Really enjoyed how it related to my work"

"Gave me a better understanding of how I work in teams"

"It not only met my expectations, it exceeded them"

"A really great course, as good as I have ever completed"

"I found the course very helpful for my business activities and can see that it has already helped in my personal development"

"Made the classes enjoyable to come to"

"I felt that it moved at a good pace and fitted in well with work commitments"

"Course was really well structured"

"With high quality facilitation combined with content focused on providing results in the work setting, I would highly recommend SW TAFE's 'Develop Your Leadership and Management Skills Program' to others"

Various delegates - Previous Develop Your Leadership and Management Skills Programs

## FACILITATORS

We have a team of facilitators with extensive practical experience across many industries and sectors, both locally, and around Australia as well as internationally. In addition to this, the team has great depth and breadth of experience in consulting with, and training individuals and teams within a wide range of organisations, assisting them to realise their full potential through working smarter not harder.

From developing and delivering leadership training, to advising key managers in areas such as change management, performance management and Lean manufacturing, in addition to managing a variety of different projects across a range of industries, our team of facilitators has the background and experience to assist individuals to develop and explore their management and leadership skills.

## DELIVERY DATES & TIMES

Start date: Tuesday 24 May 2011

The program is delivered over 12 workshops that combine management theory with practical applications and group discussion, identifying areas relevant to the participant's organisation.

These workshops will give participants the opportunity to apply and reinforce new knowledge and develop new skills.

## COURSE COSTS

Cost determined upon application.

## VENUE

Portland Campus, 154 Hurd Street, Portland

## REGISTRATION

To register for enrolment, please contact South West TAFE on 1300 648 911 or email [info@swtafe.vic.edu.au](mailto:info@swtafe.vic.edu.au)



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