

Leadership Essentials

CREATING LEADERS WITH TEAMS THAT THRIVE IN REMOTE WORKING ENVIRONMENTS

WHO IS IT FOR?

This training is for emerging managers and people leaders in all fields:

- First-time leaders, who have just been promoted
- Developing leaders who need a refresh of the fundamentals of managing people and task
- Leaders who are interested in and need specific professional training in managing in face-to-face and virtual environments
- Leaders who need practical strategies for managing people who are operating in the office or remotely
- Frontline leaders managing people who are challenged by having to work from home
- Supervisors who are ready for more responsibility and accountability
- Leaders who want to invest in their professional development and broaden their skill set to accommodate leading in a virtual world



Your Facilitators

Michelle and Jan Terkelsen

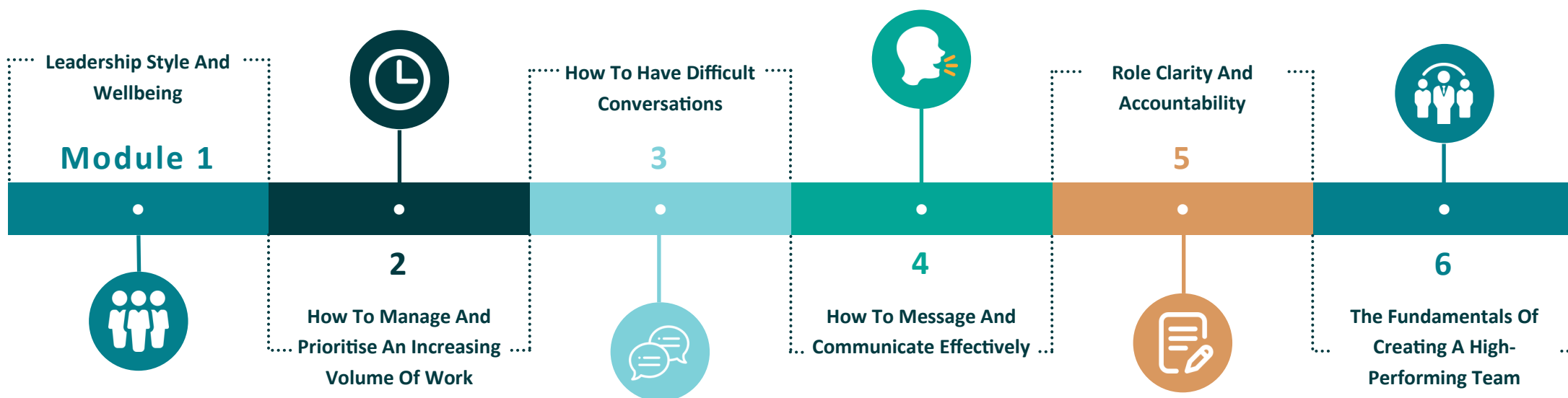
Leadership Essentials™ is a 12-week online training and coaching program developed for emerging and established leaders...

This program is designed to make them more independent and less reliant on upline management for leadership decisions.

It has a key focus on practice and accountability and helps participants learn and practice new skills, strategies and tools that can be applied to real business challenges.

It combines leadership training, upskilling and group coaching, delivered online over 6-weeks via live and pre-recorded trainings, live group coaching, live Q&A sessions and a community of peers to exchange challenges and solutions.

All topics covered come with supplementary material, templates and workbooks.



Your Course Curriculum And



Module 1

Leadership Style And Wellbeing

- Learn your leadership style so you can leverage your strengths and manage your weaknesses.
- Gain an insight into how your style can impact and influence others, especially in the virtual environment.
- Learn how you can effectively balance your physical, emotional and mental wellbeing during times of change and uncertainty.

Resources and Tools

Every module has its own workbook
Wellbeing Wheel
Myers Briggs Personality Assessment



Module 2

How To Manage And Prioritise An Increasing Volume Of Work

Learn an effective decision-making process so you and your team can prioritise work appropriately.

- Understand how the distance delegation process can be a collaborative exchange between team member and leader.
- Learn how to apply an effective time management matrix so that you can utilise your time more effectively.

Resources and Tools

Decision-making model
Distance Delegation template
Time Management Matrix



Module 3

How To Have Difficult Conversations

- Learn the skills and processes for leading difficult conversations when you are not in the same room.
- Learn the People Leaders' difficult conversation prevention process.
- Discover the steps and methodology of giving and receiving challenging feedback in a virtual environment.

Resources and Tools

Delivering feedback model
Difficult conversations planning and execution guide
People Leaders' difficult conversations prevention process



Module 4

How To Message And Communicate Effectively

- Learn to use the seven core skills of leadership communication.
- Learn when and how to apply the most appropriate communication mediums.
- Discover how to have the right types of conversations in virtual environments.
- Learn the specific skills that underpin the types of conversations you need to be engaged in.

Resources and Tools

Problem Solving Model



Module 5

Role Clarity And Accountability

- Discover how to create a set of clear expectations for your role and team members.
- Understand how to create a set of clear expectations for your role by starting with the "Success Wheel".
- Learn the difference between responsibility and accountability and how this will lead to role clarity for you and others.

Resources and Tools

Responsibility and Accountability Matrix

Success Wheel

Performance Objectives For Your Role Template



Module 6

The Fundamentals Of Creating A High-Performing Team

- Discover the nine dimensions of a high-performing team
- Learn at least 1 key strategy from each dimension so you can apply it to your virtual and face-to-face work situations.
- Understand how to build a culture of trust and respect in your team - even whilst working remotely.

Resources and Tools

People Leaders' High-Performing Team Assessment Tool

Leadership Essentials Calendar Overview

Module 1 Thursday 15th April Leadership Styles & Wellbeing (Live Module 12 pm AEDT) (Pre Recorded Module)	Coaching Call 1 Thursday 29th April Leadership Styles & Wellbeing (Live Coaching 11 am and 4.30 pm AEDT)	Module 2 Thursday 29th April How To Manage & Prioritise An Increasing Volume Of Work In (Pre Recorded Module)	Coaching Call 2 Thursday 13th May How To Manage & Prioritise An Increasing Volume Of Work In (Live Coaching 9.30 am and 4.30 pm AEDT)
Module 3 Thursday 13th May How To Have Difficult Conversations (Pre Recorded Module)	Coaching Call 3 Thursday 27th May How To Have Difficult Conversations (Live Coaching 11 am and 4.30 pm AEDT)	Module 4 Thursday 27th May How To Message & Communicate Effectively (Pre Recorded Module)	Coaching Call 4 Thursday 10th June How To Message & Communicate Effectively (Live Coaching 11 am and 4.30 pm AEDT)
Module 5 Thursday 10th June Role Clarity & Accountability (Pre Recorded Module)	Coaching Call 5 Thursday 24th June Role Clarity & Accountability (Live Coaching 11 am and 4.30 pm AEDT)	Module 6 Thursday 24th June Creating A High-Performing Team (Pre Recorded Module)	Coaching Call 6 Thursday 8th July Creating A High-Performing Team (Live Coaching 11 am and 4.30 pm AEDT)

All live sessions are also recorded which you can watch on your own time.

People Leaders' Feedback

“ I engaged People Leaders to coach and develop two of my direct reports who needed practical strategies for managing people, stakeholders, and multiple projects. From the beginning, my direct reports were led through a clear process which started with developing their levels of self-awareness and understanding the impact they were having on others.

This then formed the basis upon which specific goals were formed in partnership with me and the business needs.

As a result of this program; both my direct reports have a clear direction and process moving forward, are more competent in stakeholder management and have a substantial tool kit and resources from which to draw upon now and in the future.

The investment was well worth it, that is why I will continue to engage People Leaders when I have new and emerging leaders that need targeted leadership development. ”



Rachael Wade - Finance Director, Specialist Finance, Westpac

“ You guys are awesome and have been instrumental in developing our new leaders an Melbourne Water. Keep it up! ”



Victoria Chow - OD, Talent and Leadership Development Manager

“ I've certainly gained some confidence through being on the course, particularly in communication with the team and having conversations to hold people to account and those sorts of things.

I wanted to increase the value in the communications that I have with my staff and to make them feel really comfortable that we're working as a team on these projects, that I'm approachable and that the conversations and meetings that we have are meaningful not just to tick boxes. I achieved that during the course of the program.

One of the things I really like about the course is that you're doing it with other people who are going through the same thing you're going through. This came out in the group coaching sessions so the relatability of the course was probably something I found really helpful. The resources for me were timely and particularly useful.

I'd recommend the program to anyone who is new to management or even someone who needs a refresher on the subject. ”



Peter Boffey - Clinical Recruitment Strategist, Brisbane North PHN

“ Excellent templates throughout the program and an ideal coaching format that included really practical suggestions. Jan and Michelle were both very encouraging with their feedback and provided tips that could be put into practice straight away. ”



Jeremy Trott - Quality Manager, Training Services Australia

Find out more at YourLeadershipEssentials.com