



Leadership Dimensions
Leading people to perform



Safety Dimensions
Leading people to safety

LEADERSHIP ESSENTIALS



For Operational and Safety Excellence

"Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others"

– Jack Welch

FOR OPERATIONAL AND SAFETY EXCELLENCE

Workplace Leaders

The Leadership Essentials Program for Operational and Safety Excellence powerfully transforms leaders who are technical experts to leaders of others who behave safely, get the job done without close supervision and proactively offer ideas for improvement. The focus is on the skills required to lead and manage people and teams.

This program is delivered over 5–6 days, and incorporates highly interactive facilitation and practical tools along with e-learning and opportunities for workplace application.

In addition to the organisational outcomes and increased leadership capacity of your team, the full completion of the Leadership Essentials Development Program also means the learners are eligible for a **Certificate IV in Frontline Management**.

Participants in this Program Develop:

- Supervisory and leadership capability through practical and applied everyday workplace expectations and activities
- Skills in planning, problem solving, managing challenging situations, leading change, influencing, achieving and sustaining desired operational outcomes and culture shifts
- Safety accountability and the required personal proactive strategies to keep the workplace free from harm

Past participants have said this program gave them the skills to lead teams and get the outcomes:

"My job is easier now and I have more time to plan."

"My team now know the standards and there is less stress."

"Since implementing what I have learned, the team seems to be working together strongly and are getting greater results."

PROGRAM BENEFITS

Outcomes:

- Organisational values and ways of working become aligned
- Safety becomes part of what you do every day
- Team meetings improve and you'll achieve operation excellence
- Participants gain confidence in being a leader of others
- Development of stronger planning and problem solving skills
- Enabled, proactive and productive teams
- Enhanced communication skills
- Ability to encourage productive and innovative results from others

Workplace Evidence:

- Applied proactive strategies that achieve a safe workplace all day, everyday
- Client requirements that are met and exceeded
- Leaders who can manage themselves, their time and resilience in the face of multiple priorities
- Work is planned and managed, which leads to less re-work, higher quality outputs and increased productivity
- Lower turnover – more engaged work teams
- Healthier culture of wellbeing that increases productivity, where people speak up and are involved
- Tangible organisational values on display
- The desired culture 'lives' within your leaders and teams, and is sustained



PROGRAM OVERVIEW – FOR OPERATIONAL AND SAFETY EXCELLENCE

A MODULAR APPROACH

The program is highly interactive, specifically tailored to your organisation and has a reputation for its practical and tangible approach that is easy to apply.

The robust design is brought alive by our specialist team. Each facilitator brings extensive experience across multiple industries to deliver structured, highly engaging programs that result in lasting outcomes which are designed to motivate participants to tangibly impact safety back in the workplace.

Leadership Essentials Program Overview						
(Modules must be completed within a two-year period)						
Preparation	MODULE 1 LEADIng Safety: Play My Part – Accountability	Application and coaching in the workplace	MODULE 2 Leadership: Operational Effectiveness – Getting the Job Done Through Others	Application and coaching in the workplace	MODULE 3 Leadership of Others: Leading Teams to High Performance	Application and coaching in the workplace
	2 Days		2 days		2 days	
 Participant nomination Invite Survey Pre-diagnostic tool of skills and capabilities Outcomes confirmed with manager or supervisor e-Learning video introduction 	<ul style="list-style-type: none"> ✓ Leading others to behave and think safely ✓ Accountability at all levels ✓ Risk and human factors ✓ Proactive – lead indicators ✓ Influencing team for behavioural performance ✓ Fair and just culture ✓ Aligning safety strategy ✓ Practical strategies to apply everyday 	 <ul style="list-style-type: none"> • Meet with manager or supervisor • e-Learning • Webinar or personal coaching • Workplace – application of skills 	<ul style="list-style-type: none"> ✓ Managing self and others ✓ Delegation for quality outcomes ✓ Setting and maintaining standards ✓ Ensuring accountability ✓ Improving performance ✓ Team improvement, for high performance and innovation ✓ Diagnosing own strengths and capabilities ✓ Developing a personal action plan 	 <ul style="list-style-type: none"> • e-Learning refresher • Applied learning or coaching in the workplace • Workplace – key tasks observed and feedback given 	<ul style="list-style-type: none"> ✓ Productivity breakthrough ✓ Problem solving to enable on time and to budget delivery ✓ Managing conflict – catching it early ✓ Innovation ✓ Dismissal – how to be fair and reduce risk ✓ Building and sustaining trust ✓ Leading change ✓ Integration ✓ Next steps 	 <ul style="list-style-type: none"> • e-Learning • Refresh learning • Coaching in the workplace • Workplace application of skills and ROI • Personal commitments and actions 

On-the-job learning continued

One Week Option								
(Conducted as one week block plus optional 1 day on-site)								
Preparation	Day One Module 1	Day Two Module 1	Day Three Module 2	Day Four Module 2	Day Five Module 3	Integration and Application	Day Six On site Module 3	On the job learning continued

THE STRUCTURE AND PROGRAM OVERVIEW

In addition to the organisational and personal outcomes, the full completion of the Leadership Development Program means the learners are eligible for the **Certificate IV in Frontline Management**.

- 10 units are required only (4 core and 6 electives)
- Government funding is available for those eligible (please contact us to learn about the various State and Federal options)

Overall Structure – Operational and Safety Leadership Focus:

Managing operational outcomes 3 units

Safety focused 2 units

Leadership and effective communication skills, creating high performance teams and ensuring an accountable, productivity-focused team that enables deep organisational engagement 5 units

All units are tailored to align with your organisation’s unique way of operating: procedures, values and desired culture. The skills built during these highly interactive workshops will ensure people at all levels will think for themselves to enable a sustainable, engaged workforce.

Pricing starts from \$2,150 – \$2,490 per person for the full Certificate IV in Frontline Management (groups of 14–18). This includes:

- Delivery of 5–6 days, e-learning videos, pre-work, diagnostic tools, your company branding, tailored industry relevant scenarios and case studies and all materials/assessments
- Full customisation and integration of organisational outcomes is available

Contact Us

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Module 1 LEADing Safety: Play My Part – Accountability

The focus of Module 1 is to ensure safety accountability and the required personal proactive strategies to keep the workplace safe for all. The behavioural focus is on how to prevent and explore high risk and high potentials using a systemic, yet easy to apply approach.

- Core: BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- Core: BSBMGT401A Show leadership in the workplace
- Elective: BSBWOR401A Establish effective workplace relationships

(RPL is available):



Module 2 Leadership: Operational Effectiveness – Getting the job done through others

The focus of Module 2 is to build relevant supervisory capability to lead powerful and effective teams, with practical and applied workplace expectations and activities.

- Elective: BSBRSK401A Identify risk and apply risk management processes
- Elective: RIICOM301A Communicate information
- Core: BSBWOR402A Promote team effectiveness
- Elective: TLIL4005A Apply conflict/grievance resolution strategies



Module 3 Leadership of Others: Leading teams to high performance

The focus of Module 3 is on planning, problem solving, managing challenging situations, leading change, influencing and getting the desired operational outcomes. Finding new ways to solve traditional issues brings innovation and fresh thinking.

- Core: BSBMGT402A Implement operational plan
- Elective: BSBMGT403A Implement continuous improvement
- Elective: BSBWOR404B Develop work priorities

Other units:

- Over 10 other units are available upon request if you would like to tailor further