Leadership Dimensions
Leading people to perform

CONTRIBUTION
COURSE OUTLINES

WELLBEING IS DEFINED AS A STATE IN WHICH
EVERY INDIVIDUAL REALISES THEIR OWN POTENTIAL,
CAN COPE WITH THE NORMAL STRESSES OF LIFE,
CAN WORK PRODUCTIVELY AND FRUITFULLY,
AND IS ABLE TO MAKE A CONTRIBUTION TO THEIR COMMUNITY.
WORLD HEALTH ORGANIZATION

Leadership Dimensions
Leading people to perform

Leadership Dimensions specialises in the performance, productivity, wellbeing and development of your people. Our suite of accredited and non-accredited short programs align with the World Health Organization's (WHO) definition of wellbeing:

WELLBEING IS...

"A state in which every individual realises their own potential, can cope with the normal stressors of life, can work productively and fruitfully and is able to make a contribution to their community."

Using this definition as the basis of what we do, all our programs align to these four key areas, all essential for a healthy, productive, high performing organisation.

POTENTIAL

These programs focus on enhancing the current talent in your organisation to produce a greater return on investment for you through supervisory, management, leadership development and strategic programs.

DEALING WITH STRESS

Cumulative stress, or stress as a result of a critical incident at home or work, affects the 'normal' functioning of an individual, and an organisation. Our programs address what an individual, manager and an organisation can do.

PRODUCTIVITY & PERFORMANCE

Your people are most productive at work when they feel valued, supported, informed and have the tools and skills to do more with less. This suite is designed to improve self and team management and get a higher return from your people.

CONTRIBUTION

These programs align individual values with living organisational values. When your staff feel aligned and loyal to your organisation's values – they stay. Not just because they get paid, but because they feel their work and your organisation makes a difference.

CONTENTS

Call us on 1800 555 453 to see how we can help.

BUILDING COMMITMENT TO CULTURAL TRANSFORMATION

COURSE OUTLINE

Leadership Dimensions
Leading people to perform

When change is transformational – more than a new 'form' or process – organisations experience a fundamental shift in 'how things are done around here'. Engagement, buy-in and behavioural change are key to the change success. This takes time, planning, support and senior leadership commitment.

This program equips senior leaders and those responsible for making change happen in an organisation with an understanding of what is required to affect cultural change. While this program covers off the strategic and conceptual process of cultural change, planning, measurement and evaluation, it also allows opportunity for the critical discussions between senior leadership about buy-in, role modelling, personal accountability and long-term commitment to the change process.

OBJECTIVES

At the end of this course participants will be able to:

> Determine the current maturity or readiness for change and develop strategies for preparedness

> Improve influencing skills with stakeholders, employees, partners and clients to gain commitment to the change process

> Determine the best fit cultural change process and tools for the needs of the group or organisation

> Engage the hearts and minds of those impacted by the change and prepare for the least possible impact to performance during the transition

> Decide on measurement and evaluation processes to be able to communicate the effects and success of the change even as it takes time to gain momentum

> Develop ownership and action from those involved in the change rather than having to own it alone with minimal support

> Have conversations to lead people through resistance

> Have robust discussions to hold others accountable to the necessary behaviour change and role modelling

> **NATIONALLY ACCREDITED OUTCOMES:**
This program can be customised to meet the requirements of Nationally Accredited Courses

> **DELIVERY MODE:**
Blended – pre and post work activities to embed the skills from face-to-face classroom style training

> **TARGET AUDIENCE:**
Senior leaders, change agents, HR and OD professionals

> **PREREQUISITES:**
Preferably 1 year in a senior leadership or change role with responsibility for implementing technical or behavioural change initiatives at a team, department/division or organisational level

> **DURATION:**
2 days with optional half-day coaching follow-up

OTHER PROGRAMS YOU MAY BE INTERESTED IN:

> Building a Culture of Innovation and Continuous Improvement

This course is part of the
>> CONTRIBUTION
suite of programs

BUILDING A CULTURE OF INNOVATION AND CONTINUOUS IMPROVEMENT

COURSE OUTLINE

Leadership Dimensions
Leading people to perform

Designed to raise as many questions as it answers, this program builds a curious mindset and provides the tools to engage the workforce to bring new ideas and innovations to the table.

Creating positive 'dis-ease' around the existing status quo is a way of breeding a culture of innovation and continuous improvement. Questions like, "How could this be done better?", "What does excellence look like?", truly taking time for review and 'Lessons Learnt' sessions are some of the tools discussed in this program.

The practical outcomes of this program will help individuals to review and monitor systems and processes in order to evaluate their effectiveness, foster a culture of innovation and creativity within their environment or work teams, and implement plans for refining or delivering improvements over and above standard work practices.

OBJECTIVES

At the end of this course participants will be able to:

> Build networks and seek out data that informs on efficiencies, leading edge thinking and better ways of doing things

> Develop tools to monitor current practices in order to identify blockers to quality, efficiency and safety

> Seek out ideas, encourage involvement, engage buy-in and create a culture of sharing for the purposes of stimulating innovation and creativity

> Run team meetings that encourage individuals at all levels to feel involved in the growth and improvement of their organisation

> Develop strategies and contingency plans for implementing new ideas

> **NATIONALLY ACCREDITED OUTCOMES:**
This program can be customised to meet the requirements of Nationally Accredited Courses

> **DELIVERY MODE:**
Blended – pre and post work activities to embed the skills from the face-to-face training

> **TARGET AUDIENCE:**
Anyone interested in organisational growth and success

> **PREREQUISITES:**
Nil

> **DURATION:**
2 days

OTHER PROGRAMS YOU MAY BE INTERESTED IN:

> Building Commitment to Cultural Transformation

> Productive and Inclusive Meetings

This course is part of the
>> CONTRIBUTION
suite of programs

LEAVING A LEGACY

COURSE OUTLINE

Leadership Dimensions
Leading people to perform

The modern Australian workplace recognises that basic human needs are met when people feel they are "working productively" and making "a contribution to their community". When employees feel they are making positive contributions to the workplace, feel connected, that they are personally adding value for the benefit of others and the organisation, their wellbeing will greatly improve. And for the organisation, there is measurable increase in discretionary effort and morale.

Community can include our workplace, and leaving a legacy in our workplace can mean being remembered, handing something down from one time period to the next and how we are remembered. **A work (career) legacy** flows from what an individual does in their daily activities that enhances fellow workers, clients and suppliers. Rather than being a nice-to-have, it can be a tangible, valuable and profitable thing that enhances the workplace bottom line and culture. The workplace could also be a conduit and platform for an individual's sustainable **workplace (career)** and **community** legacies.

OBJECTIVES

At the end of this course participants will be able to:

> Define what a legacy is and how it adds to personal wellbeing
> Identify their legacy and decide whether this is what they want to be known or
> Define a work / career / community legacy and the benefits to employees and the organsation
> Discover how to link personal objectives and passions with deliverable legacy in the workplace
> Explore ways to link daily activities with organisational triple bottom line initiatives

> **DELIVERY MODE:**
  Face-to-face – optional pre-work and follow-on coaching can increase the outcomes

> **TARGET AUDIENCE:**
  Any employee

> **PREREQUISITES:**
  Nil

> **DURATION:**
  1 day

OTHER PROGRAMS YOU MAY BE INTERESTED IN:

> Building a Culture of Innovation and Continuous Improvement
> Building Commitment to Cultural Transformation

This course is part of the
>> CONTRIBUTION
suite of programs

PRODUCTIVE AND INCLUSIVE MEETINGS

COURSE OUTLINE

Leadership Dimensions
Leading people to perform

Many of us feel our work lives would be more productive if we "didn't have to attend so many meetings". It's not because meetings aren't necessary, but because we can feel frustrated that there has been a lot of discussion but little action as a result. This one day program provides skills in running meetings that are efficient and productive, and also ensures that those attending are clear on what they need to do as a result to ensure accountability of outcomes, on time.

Meetings can be a valuable forum for sharing ideas and creating collaborative environments where those ideas can be expanded upon for even greater outcomes. When participants are engaged and clear on the meeting process, how to interact with others and feel respected and heard, meetings can become a source of continuous improvement, innovative thinking and problem solving.

Participants will apply new skills in a simulated meeting so they can experience the difference between a well-run and effective meeting and one that feel like a waste of valuable time.

OBJECTIVES

At the end of this course participants will be able to:

> Discover how to become an effective meeting 'chair'
> Communicate in advance the purpose and agenda for the meeting
> Improve meeting cohesion by building open dialogue, respectful interaction and constructive debate
> Manage time without becoming dictatorial
> Facilitate effective discussion and manage team dynamics for the benefit of all
> Ensure effective recording/minute taking during the meeting and dissemination to the right people after the meeting
> Ensure that meeting participants are clear on the actions and timelines for delivery of outcomes after the meeting

> **DELIVERY MODE:**
Face-to-face to support simulated meeting activities

> **TARGET AUDIENCE:**
Anyone who needs to run or be involved in productive and efficient meetings

> **PREREQUISITES:**
Nil

> **DURATION:**
1 day

OTHER PROGRAMS YOU MAY BE INTERESTED IN:

> Building Commitment to Cultural Transformation
> Building a Culture of Innovation and Continuous Improvement
> Project Management
> Influencing and Negotiation Skills

This course is part of the
>> CONTRIBUTION
suite of programs