

Better leaders build better organisations.



How participants will benefit from the Foundations of Leadership Program

- Improved productivity through better planning and performance management
- Increased commitment to workplace safety
- Better relationships with team members and management
- Greater confidence in handling problems and managing conflict
- Enhanced team leadership skills
- Improved communication skills
- Greater appreciation of personal strengths and weaknesses
- Better personal planning and organisation skills
- Improved team performance management
- Improved skills to perform effectively in current roles and prepare for more senior roles



Sheppard Associates Pty Ltd is a Registered Training Organisation (RTO) regulated by ASQA. RTO code 40330

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Foundations Of Leadership Introductory Leadership Program



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About the Program

The Foundations of Leadership Program (FLP) is an introductory leadership development programme for new and existing leaders.

The Foundations of Leadership Program (FLP) is an introductory leadership development program for new and developing leaders. FLP equips participants with the fundamental skills and knowledge they require to:

- Provide effective leadership
- Build successful teams
- Achieve Zero Harm
- Deliver superior performance
- Meet customer expectations
- Manage staff performance

Participants complete the program with enhanced confidence and skills to lead others and deliver required business performance outcomes.

Format

The program is delivered in a 4.5 day residential workshop. Other delivery formats are available.

Who Should Attend?

- Individuals who are in step up/acting supervisor roles
- New and/or emerging leaders
- Employees whose next step is into a role where they will lead a small work group
- Deputies, foremen, leading hands, crew leaders, charge hands, team leaders

Return on Investment

Measuring return on investment (ROI) is a key feature of all Sheppard Associates development programs. Evaluation of participant delivery of improved business performance following training is a key feature of this program. Participant capacity to deliver better safety performance, improved productivity, increased competitive advantage and lowered costs is assessed following completion of training and is emphasised as the critical takeaways for participants in all Sheppard Associates leadership development programs.

Accredited Qualification

Participants who successfully complete the Foundations of Leadership Program will receive a statement of attainment towards units in the nationally accredited BSBSS00033 Aspiring Supervisor Skill Set.

Program Schedule

Prework

- Participant and Manager complete online competency based survey to determine development needs
- Participant and Manager meet to discuss participant leadership development priorities

Program

- Participant attends 4.5 day residential program (other delivery formats are available)

Postwork

- Participant and Manager receive and discuss confidential Participant Development Report (30 days post program)
- Program follow up at 30 and 60 days post program to follow up participant learning and implementation of new skills in the workplace



Program Content

Leading Self and Others

The core responsibility of a leader is to add value through people; that is, to assist their team achieve increased productivity, improved safety, lowered costs, reduced risk and sustainable competitive advantage. In this unit participants are encouraged to challenge their existing models of leadership and management. They develop a range of skills required for successful leadership including self-management, reframing, relationship management and time management.

Leadership and Team Performance

High performing teams do not develop by accident; they must be built and sustained through effective leadership. This unit reviews the characteristics and behaviours of outstanding leaders and the role they play in building and sustaining high performing teams. Particular attention is paid to developing the practical leadership skills required for organisational success.

Achieving Zero Harm

This unit focuses on the importance – both personally and as a business strategy – of improved safety performance. Participants explore the principle of Zero Harm and techniques for creating a Zero Harm workplace. In addition, they develop the skills required to conduct effective Safety Interactions and Interventions.

Communication

Effective communication is a foundation leadership skill for building relationships, managing performance and conflict management. In this unit participants learn the basic skills of effective face to face communication which underpin successful leadership performance. Participants also review their own internal customer relationships (production, maintenance, services) and identify opportunities for improvement.

Managing Personal Performance

Professionalism requires leaders to master a set of skills including personal planning, time management and a capacity to maintain a focus on the small number of key outcomes which determine the value of a day's work. This unit introduces participants to the skills of personal planning and organisation required by every successful leader. They also review the results of their 360 assessment and identify professional development priorities.

Managing Team Performance

Successful team performance requires clear and agreed targets, regular performance feedback and ensuring the team has the skills and confidence required to perform assigned tasks effectively. In this unit participants discuss team planning, managing team performance against agreed targets and dealing with below target performance.

