



Personal and leadership development

Programme 2011

A flexible series of development inputs to help you **master the individual and collaborative skills** needed for success in the modern business world.

Delivered using two formats, each of which is then tailored to the individual situation and needs of your organisation:

- **45-minute 'lunch and learn' webinars** - short, sharp and informative sessions held at lunchtime, accessible from the convenience of your desktop
- **half-day masterclasses** – interactive seminars that blend teaching, reflection and application to cater for all learning styles.

"A great webinar, I found it very thought provoking. Fantastic how you managed to put so much into 45 minutes."

"I greatly enjoyed the leadership masterclass you just led. It contained many valuable eye-openers and I feel inspired to put them into practice!"

"Very informative and very professionally run"

From manager to leader

- You can't learn leadership!
- Three ways to get things done: Hierarchy, Heterarchy and Responsible Autonomy
 - Getting on the front foot: 4 principles to keep it positive
 - To be or not to be?: why being 'present' is critical
 - The Aretha Franklin guide to influencing: "Think" and "Respect"
 - Who's the best person for the job? The 7Ds of delegation
 - Simple lessons in simplicity: keeping it lean
- Don't pussyfoot and don't clobber: how to intervene when things go wrong
 - Riding the learning cycle: think, plan, act, review

Strategy and business planning

- "Anything goes": why we need strategy
 - It's child's play - planning as learning
 - Have-need-want: mobilising the organisation
 - Mine, yours, ours, theirs: whose strategy is it?
 - "Let's do it": document, process or conversation?
- This, that or the other: top tools to work out your options
 - From strategy to planning: making it count
 - "You're the top": ideas for measuring progress
 - Prophecy, Purpose or Patient: keeping it alive

Thinking on your feet

- Don't just sit there! Why you need to think on your feet
 - Take note, taking notes is important
 - What's the problem? Spelling out 'SCQ'
 - Quick, fan out! Finding the right question
- The iceberg principle – there's usually more under the surface
 - Brain training: the 4 skills of brilliant thinking
- Building the pyramid: make your arguments structured, solid and memorable
- "Diamonds are forever" – from question to action via a breakthrough in thinking
 - Bullseye! Hit the target in making your point

Building personal and team resilience

- $E + R = O$
- One Bridge(s) at a time: how we all feel about change
 - Winning or losing: what do we fear most?
 - Resilience: trait or training?
- Galileo, Hitchhikers and Whose Line Is It Anyway: 3 things needed for resilience
 - Practicing the right habits: Make it more routine to be more reliant
- Telegraph, Telephone, Telex, Twitter: anticipating the skills we'll need
- Scaling the values ladder: 5 steps to build the behaviours you want
- Managing motivation: what you can do for yourself and for others

Maximising your personal productivity

- What's the fuss? I'm already productive!
- Get your priorities straight: your urgent is not my important
- Yes, that's what I'm like! Why personality differences matter
 - Straight line or zig zag: how do I navigate my 'to do' list?
 - Email tsunami: how to surf the wave
- The Rolling Stones guide to meetings: "Let's spend the night together" versus "I can't get no satisfaction"
 - Time yoga: balance and flexibility in your working life
- Technology smology: make it work for you (not the other way around)
 - Beating your 'personal best': track how you've done

My Beautiful Career

- Career? More like careering!
- What's the story so far? Taking stock of the here and now
 - Australia's got talent – and so have you
- Look out the window: what's happening outside that could be good for you?
 - Beyond Horatio's philosophy: imagine more possibilities
 - Do you share Frank's vision – "The best is yet to come"?
- "You can't always get what you want": scenario thinking to get what you need
 - Need some advice? Write yourself a letter
 - Making it easy for yourself: let others help out