



# LEADERSHIP ESSENTIALS

Core skills for leaders of people

## LEADERSHIP ESSENTIALS

Have you been recently appointed to a supervisory or managerial role? Or perhaps you have been in the role for some time but not sure how best to spend your limited time, energy and effort to achieve the outcomes you desire? In this workshop we will share with you a range of tools and techniques that you can use to maximise your impact and build your confidence as a leader of teams or individuals.

### Intended Audience

This workshop is suitable for new managers and supervisors of direct reports as well as for existing managers wishing to gain an overview of the core components required to successfully lead workplace teams.

### Learning Outcomes

By the end of this workshop participants will be able to:

- Understand the role of leaders and how leadership skills can be developed and refined.
- Effectively transition to the role of leading a new team, including moving from 'buddy to boss'.
- Build confidence and skills in managing the performance of staff including providing effective feedback.
- Use our 'Challenging Conversations' model to effectively and confidently address poor performance or behaviours across a variety of situations in the workplace.
- Apply tools and techniques to maximise the effectiveness of team meetings.
- Utilise strategies to manage your time more effectively.

### Delivery Method

This workshop will be delivered via Zoom. Participants will be provided with a workbook and reference materials via email in the leadup to the workshop, as well as a Certificate of Attendance upon completion.

### About Us

Cooper Hardiman are highly regarded training facilitators, based in Warrnambool and delivering expert training across Victoria and South Australia.

## WORKSHOP DETAILS

<b>DATE</b>	Thursday 16 September 2021
<b>TIME</b>	9:00am to 4:00pm (Victorian time)
<b>COST</b>	\$550 + GST*
<b>PLATFORM</b>	Zoom
<b>RSVP</b>	Via email to Claire: claire@cooperhardiman.com.au by Wednesday 8 September 2021

*\*Please enquire about our organisational rates for multiple attendees.*

Please visit our website for further information on the wide range of training workshops we provide or contact us to discuss tailoring a product to suit your specific needs.

### **Catriona Hardiman**

p: 0448 971 711

e: [catriona@cooperhardiman.com.au](mailto:catriona@cooperhardiman.com.au)

### **Gavan Cooper**

p: 0427 973 306

e: [gavan@cooperhardiman.com.au](mailto:gavan@cooperhardiman.com.au)

