

# lead TO SUCCEED

Practical tools and techniques for leadership success

- ? Want to maximise the outputs of your team members?
- ? Looking for the edge to take your team to the next level?
- ? Seeking practical techniques to enhance your people management skills?

## “Lead to Succeed” is returning to Warrnambool in 2018/19!

Lead to Succeed is a comprehensive leadership development program which will provide participants with the skills, tools and techniques to enhance their team's outputs and tackle the challenges of leadership with confidence.

Learning with (and from) a consistent group of peers, Lead to Succeed participants will have the opportunity to enhance their leadership skills by attending 7 workshops over the course of the year. Participants can also elect to access experienced mentors who will work with them one-on-one to support them to achieve better outcomes in the workplace.

Whilst the content is informed by sound HR practice, this is not a HR course based on theories – but rather a practical program designed to support managers to get the best out of themselves and their people.

*“Cooper Hardiman sessions have been by far the most practical and useful I have ever attended.”*

## TARGET AUDIENCE

Current or future Managers, Supervisors, Team Leaders, Leading Hands or Business Owners – anyone responsible for managing people irrespective of the industry or size/scale of organisation.

## INCLUSIONS

- 7 x locally-held workshops facilitated by our expert facilitators (as per attached Program Structure)
- Participant Workbooks, Leadership Action Plans and all workshop materials and activities
- Graduation Certificate
- All program catering
- Optional participation in Cooper Hardiman Mentoring Program

## HOW IS LEAD TO SUCCEED DIFFERENT?

- Our facilitators “know their stuff”. We hold qualifications in Law, Business and HR Management and have particular skills and training in performance management, HR strategy, change management, conflict resolution and workplace health.
- Our training content is informed by our experiences in working with leaders of small and large employers across a wide range of industries including Local and State Government agencies, health and community services, manufacturing, finance and education.
- Each participant has the option to be supported throughout the program with an assigned Mentor to guide and support them in achieving their own unique goals, including keeping their Action Plan meaningful and on track.
- Each module is supported by a range of practical tools that participants can apply back in the workplace to support their leadership and people management activities – we don’t believe in aspirational talk or complicated jargon.
- We base our training in regional locations which enables you to access high quality on-going professional development opportunities without the time and costs associated with significant travel.

# program modules

## LEADING, AND SUCCEEDING – EXPLORING THE FUNDAMENTALS OF LEADERSHIP

Lead to Succeed's program launch is the start of the 12 month working relationship you will form with your facilitators and fellow participants. In this session we will set the program objectives and assist you to set your particular leadership goals you wish to achieve from the program.

Within the program launch, we 'set the leadership scene' via exploring and understanding the variety of leadership styles that we can adopt and use to get better outcomes from our employees. We also look at what our individual leadership style or preference is, and what challenges and opportunities this may create within the workplace. This session isn't aimed at telling you what leadership style is 'right or wrong'; rather building your awareness and knowledge of what style may work best in each unique situation.

## PERSONAL EFFECTIVENESS

Effective leadership is only possible when we are in control of our work routines and have a good self-awareness around our personal strengths and developmental areas. In this module, we share a range of tried and tested time management strategies to support participants in 'clawing back the time' that effective leadership inarguably requires. Participants will also be supported in self identifying their areas of personal effectiveness and will take away tools for enhancing their resilience.

## FEEDBACK THAT GETS RESULTS

The ability to give and receive feedback is one of the most important skills a leader can develop. When done in the right way and with the right intentions, feedback is the avenue to a high performing team. In our view there is both an art, and a science to effective feedback, and within this session we provide participants with a framework for conversational success.

We also share how you can create a work environment where everyone, including leaders, are open and willing to actively listen to feedback from others.

## MANAGING AND LIFTING PERFORMANCE

High performing teams and individuals begin with clear expectations and goals. Without these, employees seldom reach their full potential. This session provides a framework for setting expectations, creating role clarity, and establishing strategies for managing the individual outputs of your staff (both the good, and the bad!).

## THE LEADERSHIP CHALLENGE

Ready to apply some of the skills you have learnt throughout the program in a series of workplace simulations? We send our participants in to 'do battle' in a range of fun, interactive and practical leadership and team challenges to help reinforce the key program learnings to date, and to incite some healthy rivalry amongst our leaders.

## ACHIEVING TEAM VISION AND PURPOSE

Does your team or organisation experience difficulties ensuring that your people stay motivated and focused on the things that really matter? In this session we look at how you can collaborate with your team to develop and implement a shared vision and mission that ensures the effective delivery of business objectives whilst providing each individual with a clear purpose.

## CELEBRATING SUCCESS – MOTIVATING TEAMS FOR CONTINUED PERFORMANCE (INCLUDING PROGRAM GRADUATION)

Creating a positive workplace is a great way to ensure your employees feel safe and supported; which increases employees' engagement and productivity. A great workplace is open and excited to celebrate and share its teams' and employees' accomplishments. In this session we look at the importance of recognising success and the means by which we can do it to the benefit of both your employees and the organisation.

....and we practice what we preach by celebrating the successes of our 2018/19 participants with our Program Graduation including certificate presentation.

## MENTORING PROGRAM

Each participant in Lead to succeed has the option to participate in our structured Mentoring Programs. Our mentors are local, experienced leaders in business and in our communities and work one on one with their assigned mentees to support them in developing meaningful Action Plans, and staying accountable to these plans. Mentors also openly share with their mentee their wealth of business, leadership and life experiences.

## PRICING – PER PARTICIPANT

FULL PROGRAM	\$2,950 + GST*#
FULL PROGRAM + MENTORING	\$3150 + GST
INHOUSE PROGRAMS	POA

\*10% discounted pricing applies for second and subsequent attendee from same workplace.

# Interested in participating in individual modules only? Contact us for registration and pricing details.

*"I have nothing but praise for Cooper Hardiman. Your workshops were very informative and you are excellent facilitators who keep the attendees interested and engaged. The topics covered were very relevant and the format educational and there was a balanced mix of information provision and opportunities for attendee participation."*

## program structure

PROGRAM MODULES	WARRNAMBOOL	DURATION
Leading and Succeeding – exploring the fundamentals of leadership	Tuesday 23 October 2018	9am – 4pm
Personal Effectiveness	Tuesday 4 December 2018	9am – 1pm
Structured Mentoring Session	Optional	1 hour
Feedback that Gets Results	Tuesday 12 February 2019	9am – 1pm
Managing and Lifting Performance	Tuesday 12 February 2019	1:30pm – 5:00pm
The Leadership Challenge!	Tuesday 2 April 2019	9am – 4pm
Structured Mentoring Session	Optional	1 hour
Achieving Team Vision and Purpose	Tuesday 4 June 2019	9am – 1pm
Celebrating Success – motivating teams for continued performance	Tuesday 6 August 2019	9am – 1pm

## REGISTRATION AND ENQUIRIES

**Catriona Hardiman** – Director, Cooper Hardiman

**p:** 0448 971 711

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

**w:** [www.cooperhardiman.com.au](http://www.cooperhardiman.com.au)

(confirmation of registration and a tax invoice will be forwarded upon receipt of email registration)

## REGISTRATION DEADLINE

Registrations close Friday 12 October 2018.

## CANCELLATION POLICY

Full year participant fees are invoiced and payable upon registration. Upon registration, participants acknowledge that the program modules will run as advertised and that the full program fee is payable regardless of individual participant attendance. Should a participant miss a module, Cooper Hardiman will endeavour to make the module available in a future year but cannot guarantee it's future delivery, nor dates nor location.

For participant cancellations, no fee is charged up to and including the registration close date. Cancellations received prior to the commencement of the first module of the program, but after the registration close date will incur a 20% program cost fee. No refund or discount is provided for cancellations or non-attendances after the commencement of the first module (ie full program fee applies).



# ABOUT US

Cooper Hardiman Pty Ltd is based in Warrnambool. We provide the full range of HR / IR services, organisational development solutions and workplace training packages to businesses in the private, not-for-profit and public sectors throughout regional Victoria and South Australia.

Our training program facilitators are skilled not only in employment law, HR best practice, and the fundamentals of leadership and management, but also in workshop facilitation – ensuring that program participants learn actively and gain the maximum benefit from the experiences and insights of fellow participants.

Our team holds tertiary qualifications in Law, Business Management, HR and Education. We have worked in and with organisations ranging from small not-for-profits to large organisations in finance, manufacturing, health, education, VET training, state government and social / community services.

Cooper Hardiman clients value our pragmatic approach to workplace issues, which has been developed through our lived experience both as managers of people and as members of Executive / Leadership Teams. When our training program participants explain to us their challenges, their frustrations and in some instances what keeps them awake at night, we can relate to them because we have been there. In addition, we can help them develop skills and strategies to implement in their workplaces, maximising the chances of them, their teams and their organisations achieving success.

*“Only three things happen naturally in organisations:  
friction, confusion and underperformance.  
Everything else requires leadership.”*

Peter Drucker.