

The Proteus *Launchpad Leadership* Program

'Giving Supervisors & Team Leaders A Launchpad To Success'



The Proteus *Launchpad* *Leadership* Program

Today as never before, organisations need supervisors and team leaders who are highly effective and produce results through people.

Technical skills and experience on the job were often sufficient in the past, but having the knowledge and skills to manage yourself and others is essential in today's business environment.

Many of the mistakes that supervisors make are simply because they have not been shown the right way at the beginning and therefore they develop bad habits. So why not get the ideas and processes right from the start?

Launchpad leaders understand what they are aiming for, but more importantly are equipped with the right skills and tools to achieve their objectives.

This is a very practical and dynamic program that will ensure supervisors have a greater chance of success and feel an enormous sense of achievement as they grow into their roles.

PROGRAM OBJECTIVE

The Launchpad Leadership Program has been designed to give current team leaders and supervisors, or those people looking to move into a supervisory role, a great kick start to their leadership journey.

It will give them the confidence to perform more effectively within their role and will help them to discover ways that they can involve their teams in the change and decision making processes.

This program will not only develop your supervisors but also create a succession plan for future managers and leaders across your organisation.

LEARNING OUTCOMES

Participants will learn how to:

- Recognise and enhance the attributes for effective supervision
- Make effective use of power and authority
- Manage people issues to improve productivity and performance
- Improve their delegation skills
- Understand and apply motivational techniques and methods
- Communicate more effectively, resulting in better problem solving and decision-making
- Learn how to develop and guide others



WHO SHOULD ATTEND?

Current supervisors/team leaders, or those wishing to move into this area.

PROGRAM FORMAT

This program is conducted as an in-house program only. We will work with your supervisors and team leaders one day per month for four months to equip them with the skills they need to meet the objectives of your organisation.

Minimum of 12 participants
Maximum of 20 participants

PRACTICAL APPLICATION

- Individual and team activities will occur throughout the program days
- Workplace and personal activities will be completed between sessions

INVESTMENT - \$1500 per person

Includes:

- Comprehensive course manual

There is no GST on these services. The above price is effective as at 1 September 2009.

The Proteus Leadership Centres reserves the right to change the advertised price.

PROGRAM TIMES

9.00 am - 4.00 pm

Other times can be negotiated.

COMMENTS FROM PARTICIPANTS

"This program has given me a better understanding of the supervisor role and how to better deal with problems that may arise. I will take what I have learned back to my area of the company and use it in my daily job."

"It gave a very in-depth look at leadership styles/traits and shows you how you can capitalise on people's strengths and weaknesses within your team. Very interesting."

"This program provided me with knowledge and ideas which will make a difference to my daily routine and how I deal with others."

"Helpful in understanding my job and where I stand in the 'big picture'."

CANCELLATION POLICY

Refunds will not be given unless at least 20 working days notice is provided. A 10% (of total cost) administration fee will be deducted for all cancellations. All cancellations / transfers must be received in writing within the specified timeframe.

PROGRAM OVERVIEW

MODULE ONE:

Managing and Leading Yourself

- An overview of supervision
- Changing the way you think
- Developing a great attitude
- Truly understanding your role
- Working on the right stuff
- Managing your time and activities
- Establishing daily/weekly/monthly action plans
- Coaches and Mentors – Do you need them?

MODULE TWO:

Effective Use of Power, Authority and Influence

- Understanding the differences between the three
- Putting a positive spin on responsibility and accountability
- How to instruct, discipline and encourage for results
- Managing day-to-day conflict and workplace issues
- Making great decisions is part of the job

MODULE THREE:

Working With and Motivating Others

- The team leader as a problem solver
- Motivating yourself and others
- The 'people' part of problem solving
- The art and practice of delegation
- The importance of increasing our productivity and output

MODULE FOUR:

Communication - The Key To Success

- What is real communication?
- The power of the spoken word
- The art of managing up
- Communicating your ideas to others
- When to speak up and when to shut up

REGISTRATION OF INTEREST FORM

The Proteus

Launchpad Leadership Program

Please fax this Registration of Interest form back to your nearest Proteus Leadership Centre and one of our helpful team will contact you to discuss how the Launchpad Leadership program can work for you.

CONTACT DETAILS

Name: _____

Address: _____

Postcode: _____

Organisation: _____

Position: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

This form should be sent to your nearest Proteus Leadership Centre:

Melbourne Centre

PO Box 4100, Doncaster Heights VIC 3109

Ph: (03) 9848 0500 | Fax: (03) 9848 0511 | info.vic@proteuscentre.com

Adelaide Centre

PO Box 3260, Rundle Mall SA 5000

Ph: (08) 8110 7300 | Fax: (08) 8110 7311 | info.sa@proteuscentre.com

Brisbane Centre

PO Box 618, Brisbane QLD 4000

Ph: (07) 3020 4400 | Fax: (07) 3229 7688 | info.qld@proteuscentre.com

Sydney Centre

3 Spring Street, Sydney NSW 2000

Ph: (02) 8925 1200 | Fax: (02) 8920 3522 | info.sa@proteuscentre.com

www.proteuscentre.com

ABN: 30 092 276 358

Thank you for your registration of interest





Creating Great Leaders

Melbourne Centre

Suite 11/857 Doncaster Road
Doncaster East VIC 3109
Phone: (03) 9848 0500
Fax: (03) 9848 0511
Email: info.vic@proteuscentre.com

Adelaide Centre

Level 1/90 King William Street
Adelaide SA 5000
Phone: (08) 8110 7300
Fax: (08) 8110 7311
Email: info.sa@proteuscentre.com

Brisbane Centre

Suite 5/Level 3, 320 Adelaide Street
Brisbane QLD 4000
Phone: (07) 3020 4400
Fax: (07) 3229 7688
Email: info.qld@proteuscentre.com

Sydney Centre

3 Spring Street
Sydney NSW 2000
Phone: (02) 8925 1200
Fax: (02) 8920 3522
Email: info.nsw@proteuscentre.com

www.proteuscentre.com