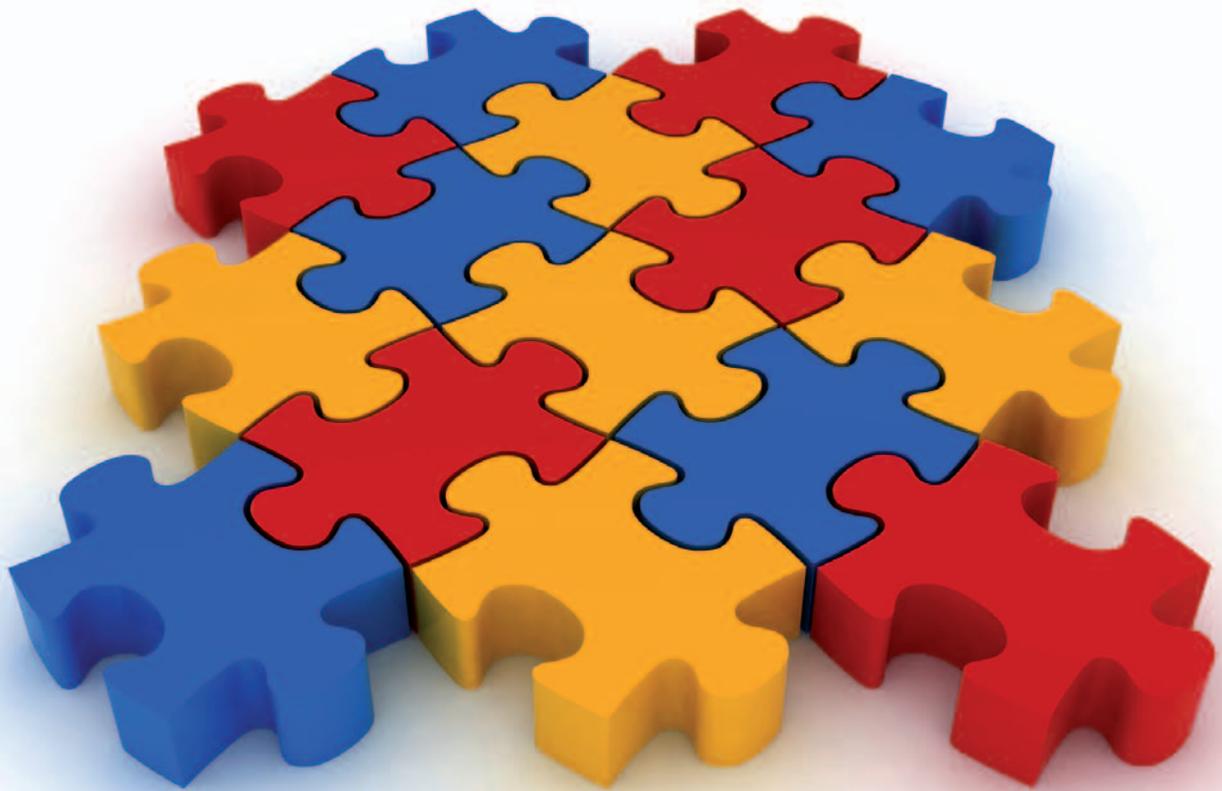


The Building Blocks of Leadership™

Training Program



Australia's first referred training network...



PREFERRED TRAINING
NETWORKS



Preferred Training Networks is Australia's first referred training network. All trainers within our network have been referred by Senior HR and L&D Managers from Australia's top 500 companies.

The training process in eight easy steps:

1. Decide which blocks of leadership best fit the needs of your managers

The content of The Building Blocks of Leadership training program is the decision of the client. Simply put together the building blocks that you consider most valuable. Each block can be conducted in an hour or a day depending on your specific needs. You decide how many blocks of leadership you would like to fit into each day.

2. Pre-program exercises

Participants are provided with relevant articles and case studies two weeks prior to the program commencing. Discussions during the training program will relate to these topics.

3. Delivery of training program

Delivery of The Building Blocks of Leadership training program.

4. Executive summary management briefing

Following the training program the trainer will be available to provide a summary of key learning outcomes to participants' managers.

5. Addendum learning journal

A learning journal will accompany every workbook. Participants will be encouraged to make note of creative solutions to address relevant work issues.

6. One-to-one coaching

Approximately three to four weeks after the program, a business coach will contact each participant to monitor their progress and provide some specific ideas to address any issues.

7. Measuring the results – Retention, Application, Impact, Training/learning index (RAIT)

RAIT is a valid and reliable learning assessment tool which produces a return on your investment, on any training program delivered. Developed by Dr Stanley Rodski, a neuropsychologist, this measurement system enables identification of training which exceeds, meets or falls short of learning expectations.

8. Smart additional learning

Individuals learn in different ways. An additional learning tool will be sent to each participant after the training program. All tools are complimentary and will be pre-approved by your learning team. Tools are selected that are likely to create a behavioural change in each participant, for example, articles of interest and reference materials such as Dale Carnegie's 'How to Win Friends and Influence People'.

Key Learning Outcomes of the Building Blocks of Leadership

❑ Strategy Implementation

- Linking and understanding your organisation mission, vision and objectives.
- Effectively implementing the long term organisation strategy at your workplace.

❑ Change Management

- Understanding and dealing with the impact of change in your organisation.
- Identifying and overcoming barriers to change.

❑ Coaching & Mentoring

- Understanding the role and importance of coaching and mentoring.
- Providing effective positive & negative feedback to employees, where appropriate.

❑ Delegation

- Identifying and overcoming the barriers to delegation.
- Managing the delegation process when mistakes happen.

❑ Conflict Resolution

- Identifying the key areas and situations that cause conflict.
- Implementing resolution strategies in deflating day to day conflicts.

❑ Goal Setting

- Identifying personal & professional goals.
- Setting SMART goals.

❑ Employee Engagement

- Defining employee engagement, exploring the key behaviours indicative of strong engagement and driving employee engagement.
- Provide participants with the foundation skills necessary to engage team members.

❑ Motivation and Reward

- Recognition for achieving goals and meeting deadlines.
- Using motivational techniques to inspire your people.

❑ Negotiation Skills

- Planning and preparing for negotiations.
- Applying the most appropriate style of negotiating based on the situation at hand.

❑ Performance Management

- Understanding the need for performance management.
- Providing the skills to conduct effective performance management discussions.

❑ Problem Solving & Decision Making

- Fixing the core of the problem rather than addressing symptoms of the problem.
- Preventing problems from reoccurring.

❑ Stress Management

- Identifying the causes and symptoms of stress.
- Staying calm and controlled in a busy work environment.

❑ Team Building

- Achieving positive results through team synergies.
- Communicating effectively with your team members.

❑ Communication Skills

- Understanding how to communicate with different personalities.
- Understanding how to tailor your message.

❑ Empowerment

- Understanding key factors that facilitate empowerment and build confidence in employees.
- Overcoming any obstacles that hinder employee empowerment and confidence.

❑ Trust Building Skills

- Building a trust culture at your workplace.
- Avoiding behaviours and situations leading to possible mistrust.

❑ Time Management

- Planning and prioritising activities to complete critical tasks and achieve organisational objectives.
- Managing multiple tasks, managers and deadlines.

❑ Work Life Balance

- Valuing employee interests outside work.
- Promoting 'real' balance at work which supports employee values.

❑ Influencing Skills

- Understanding ways in which employees can be influenced to achieve organisational goals and strategies.
- Understanding behavioural influencing techniques.

❑ Dealing with Difficult People

- Identifying what makes people difficult and developing strategies to deal with the difficulties.
- Developing strategies to cope with divergence.

❑ Retaining Employees

- Realizing the importance of retaining talented and committed employees.
- Retention strategies for different generations in your organisation.

❑ Getting More Out of Your People

- Sustaining and enhancing employee productivity.
- Getting more productivity out of your people.

❑ Negative Performance Measurement

- Identifying what metrics lead to negative performance.
- Eradicating negative performance in your workplace.

❑ Creating a Positive Culture

- Creating a constructive and optimistic organisational culture.
- Implications of a positive culture on the job satisfaction, motivation and productivity of your employees.

❑ Adding Value to the Bottom Line

- Constantly sustaining positive results and superior performance.
- The importance of balanced scorecards as a value added tool.

❑ Breaking Down Communication Silos

- Encouraging cooperation and innovation throughout the organisation.
- Establishment of knowledge sharing as an organisational norm.

❑ Risk Management

- Identifying and estimating current and potential future risks.
- Profiling different risk management techniques.

The Results

“If you cannot measure it – if you cannot express it in quantitative terms – then your knowledge is of a meagre and insignificant kind.” Lord Kelvin 1842.

Measurement

Measuring training has never been easy and measuring learning even more difficult. How do you know if the training you are providing is increasing learning and adding value to your organisation?

The Building Blocks of Leadership™ training program is measured by Dr Stan Rodski, Chief Psychologist at the Measurement Institute of Neuropsychological Diagnostics (MIND). Objective evidence regarding learning, training impact and business outcomes is gathered by Dr Rodski using proven psychometric techniques and measures, developed by MIND over the last 10 years.

These include:

- Pre and post measurement of the training program and learning outcomes.
- Fully benchmarked data for comparative and improvement processes. Comparative data includes high profile leadership programs from around the world including USA and UK.
- When/if required, behavioural interviews by MIND measurement psychologists to verify, clarify and expand on the data collected, from assessments with participants.

A clear and detailed report will be provided. This easily understandable report establishes the impact of the training, learning and retention which has taken place. Trend analysis, time comparisons and benchmarking are all provided within 24 hours of evaluation.



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Sample of a typical Building Blocks of Leadership training program

After analysing the current skills of your team, you might decide that the following training package fits with their training needs.

Day 1

- Time Management
- Performance Management
- Breaking Down Communication Silos



Day 2

- Influencing Skills
- Dealing with Difficult People
- Problem Solving
- Strategy Implementation
- Change Management



Pre-program exercises



Executive summary management meeting



One-on-one coaching for each manager three weeks after the program

Your training program will then be assembled and delivered to your team exactly to your instructions.

