

Personal Leadership Programme

"If you always do what you've always done, you'll always get what you've always got."

Henry Ford

Leadership is the ability to change the status quo to achieve a desired outcome, whether it is changing the way you think, feel and act to achieve a goal (personal leadership) or whether it is engaging others to change their behaviour to achieve a goal (people leadership).

There are many things in life we cannot control, but each one of us influence how situations we are presented with turn out through our behaviour. The more aware we are about the extent to which our behaviour is serving us and the more we consciously strengthen and develop behaviour that serve us, the more influence we have over the outcomes of situations we are presented with.

Who should attend and how can they benefit from this programme?

The Personal Leadership Programme is for anyone who is interested in further developing their capacity to achieve their goals through self-development and influencing others.



In a Nutshell

This programme provides people with training and practice in capabilities necessary to take charge of their professional lives, and by extension other aspects of their lives. It offers three main areas of focus:

- Owning my career
- Owning my performance
- Expanding my influence

The programme uses a variety of learning approaches to ensure participants have an experience that maximises their learning potential. In addition to classroom learning, there are pre- and post-workshop assignments and one-on-one coaching sessions. Collectively they strengthen the learning experience, taking the classroom into the workplace and link learning with practical reality.

Programme Learning Outcomes

The programme consists of 3 phases. The learning outcomes for each of the phases follows:

Owning my career

At the end of this phase, you will be able to:

- explain the nature and key success factors of modern careers
- articulate your personal purpose, vision and values
- articulate short to medium term personal goals and strategies to achieve them
- assess the personal resources you currently have and the personal resources you would like to develop
- continuously develop your change agility, learning agility and resilience
- celebrate your own success

Owning my performance

At the end of this phase, you will be able to:

- explain the organisational context for your role

- plan with the end in mind and hold yourself and others accountable
- use your time effectively
- identify and proactively resolve problems
- experiment with new things and take calculated risks
- give and receive feedback effectively

Expanding my influence

At the end of this phase, you will be able to:

- identify the benefits of key stakeholder management and collaborating with others
- explain the nature and key success factors of influencing others
- manage your own emotions and have empathy with others
- embrace people who are different to you
- assess the impact you have on others and adjust your style to communicate with positive impact
- have courageous conversations
- embrace and resolve conflict
- develop others and celebrate their success

How does the programme work?

The programme consists of 3 phases (as detailed above):

- Owning my career

- Owning my Performance, and
- Expanding my Influence.

Each phase consists of a workshop and is followed up by a 1 hour individual coaching session for each participant.

About the workshops

The workshops are opportunities for you to familiarise yourself with the principles and tools of Personal Leadership and to discuss real life challenges with other participants with the guidance of a Leadership Development Facilitator. You will be required to complete assignments both in preparation for each workshop and in follow-up to the workshop. The purpose of the pre-workshop assignment is to prepare you for making the most of the workshop and the purpose of the post-workshop assignment is to help you embed your learning.

About the coaching sessions

The 1 hour coaching sessions are opportunities to get individual coaching on your Personal Leadership challenges from a Leadership Development facilitator. These sessions are completely confidential and are designed to hone in on challenges that matter most to you.

Personal Leadership Programme - Overview

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Owning My Career

2 days

Pre-Workshop Assignment

This is the first of three workshops aimed at helping you take ownership of your career and your performance. You will start this journey by exploring the nature and key success factors of modern careers and then explore each of these success factors in more detail. You will articulate your personal purpose, vision and core values, set short to medium term personal goals and identify the strategies that will help you achieve your goals. You will then assess the personal resources you currently have and the personal resources you would need to develop to achieve your goals. Being clear about what you want to achieve, you will then move onto exploring four of five competencies that enable success in modern careers: change agility, learning agility; resilience and celebrating success. You will explore the fifth competency, expanding your influence, in the third workshop in this programme.

Post-Workshop Assignment

Individual Coaching

1 hour

This is an opportunity to get individual coaching on your Personal Leadership challenges from a Leadership Coach. These sessions are completely confidential and are designed to hone in on challenges that matter most to you.

2

Owning My Performance

1 day

Pre-Workshop Assignment

In the previous workshop you developed an appreciation of what your life and career is about. This workshop hones in on how you can use your current role to make your mark. You will start by exploring the organisational context for your role – what is the purpose, vision, values, strategy and measures of success of your organisation? You will then explore how your role contribute to the overall success of the organisation and what key performance indicators you need to focus on to be successful. You will get the opportunity to set SMART objectives for your current performance period, identify strategies for holding yourself and others accountable for agreed actions and identify key areas you need to develop to be successful. Being clear about what you want to achieve, you will then move onto exploring two of three competencies that enable performance: giving and receiving feedback and problem solving. You will explore the third competency, expanding your influence, in the third workshop in this programme.

Post-Workshop Assignment

Individual Coaching

1½ hours

This is an opportunity to get individual coaching on your Personal Leadership challenges from a Leadership Coach. These sessions are completely confidential and are designed to hone in on challenges that matter most to you.

Personal Leadership Programme - Overview

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Expanding My Influence

2 days

Pre-Workshop
Assignment

In the previous two workshops you developed an appreciation of what your life and career is about and how you can make your mark with your current role. One of the competencies that enables both your career and your performance which we have not yet covered is expanding your influence. In this workshop you will explore the benefits of key stakeholder management and collaborating with others and the nature and key success factors of influencing others. You will learn strategies to manage your own emotions, have empathy with others and embrace people who are different to you. You will then assess the likely impact you have on others and identify strategies for adjusting your style to communicate with positive impact. Building on your insights on managing your own emotions, having empathy with others and adjusting your style to communicate with impact, you will conclude the workshop by identifying and practicing strategies for having 'courageous conversations' and resolving conflict.

Post-Workshop
Assignment

Individual Coaching

1 hour

This leadership clinic offers you further opportunities to discuss real life leadership challenges you have with regard to developing a high performing team with a Leadership Development Coach. The groups are purposefully small to allow for in-depth exploration of the issues raised by the group.