



StepAdvantage™ Program Outline

Session 1: Leading Self

Part 1

Leadership vs Management

- Understand the different traits between leadership and management.

Leadership styles

- Understand a theoretical overview on different leadership styles, with an introduction to self-reflection on leadership styles.
- Understand the practical need to adapt different leadership styles to different scenarios, to be an effective leader.

Emotional Intelligence

- To understanding the link between Emotional Intelligence and Leadership.
- To understand how to use Stephen Covey's 'Circles of Control and Influence' to manage own energy at work.

Session 2: Leading Self

Part 2

Effective time management

- Understand the difference between being productive and being busy.

Prioritisation

- How to practically apply prioritisation tools, such as the Eisenhower Matrix, to effectively prioritise work.

Session 3: Leading Others

Part 1

Effective Delegation

- Understand the benefits of delegation and how to delegate effectively.

Giving and Receiving Feedback

- Understand how to effectively receive feedback from others.
- Effectively give both positive and constructive feedback, using the SBI Model.

Difficult Conversations

- Understand why it's important to have difficult conversations.
- Raise self-awareness of what might be a 'difficult conversation' for individuals.
- Practically apply tips for managing difficult conversations, to improve confidence.



Session 4: Leading Others

Part 2

Employment Law Overview

- Build awareness and knowledge of Human Resource legalities, including the National Employment Standards (NES).
- Understand what needs to be documented and why.

Session 5: Leading Change

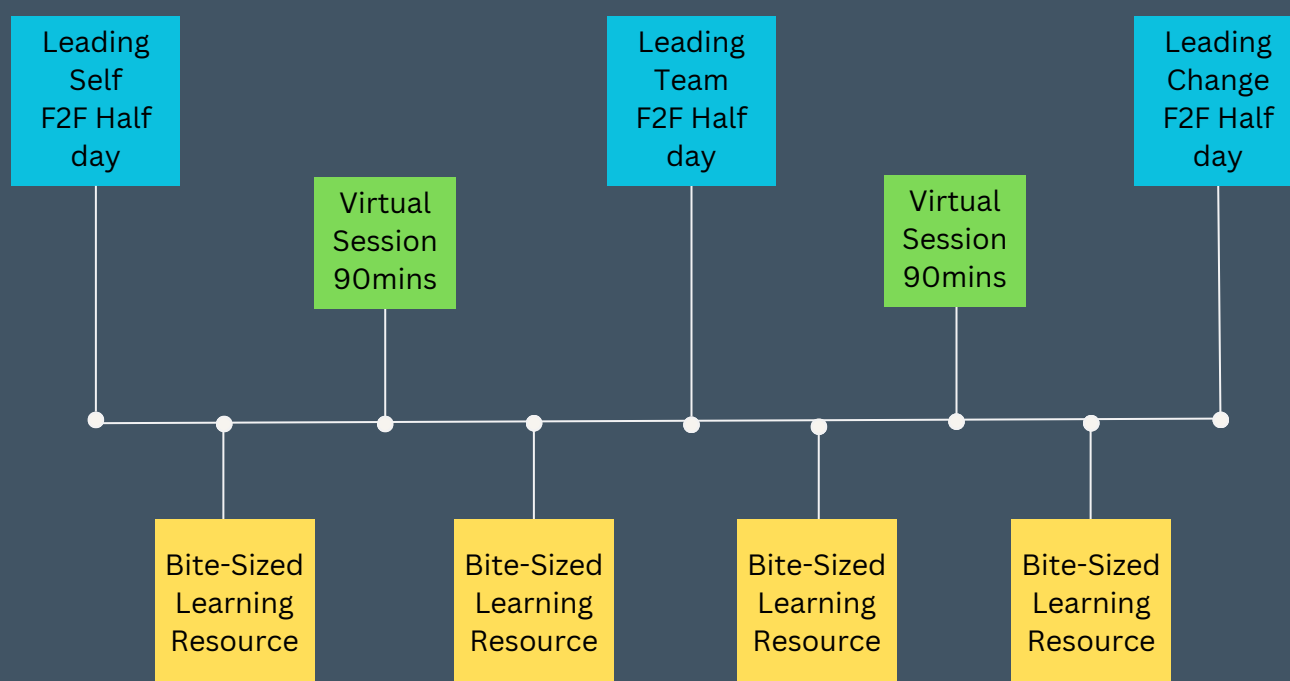
Change Management

- Understand the importance of an intentional change management approach
- Understand the different roles or 'hats' that leaders wear, to support teams through change
- Practically apply tips and tools to overcome potentially challenges

Transitions to leadership

- Understand the potential challenges of moving from Team Member to Team Leader
- Learn tips and tricks to transition smoothly

StepAdvantage™ Program Delivery Schedule*:



*Specific dates TBC. Program will run over a 5 month period.

Seed People Consulting
Unit 9, 83 Broadmeadow Road
Broadmeadow NSW 2292
02 4967 6695
yourteam@seedpeopleconsulting.com.au