

Leadership Ready

Program
2019



The Toolkit For Leadership Success

“ Management is doing things right, leadership is doing the right things.”

Peter F Drucker



Leadership Ready Program

Welcome to the Proteus Leadership Ready program

The Proteus Leadership Ready Program combines a choice of three powerful 2-Day Leadership Programs, with personal coaching, event attendance, online learning and weekly digital challenges, making it one of Australia's premier leadership programs.

With the ability to design your own timetable over a 12-18 month period, the flexibility of the program is exactly what contemporary global leaders have been asking for.

Being able to effectively manage people and processes, while being switched on to innovation and the changing global landscape, are essential skills required of today's leaders and leaders of the future.

The most important thing to consider when selecting your personal leadership development is - will I be able to use the skills in real life?

The Leadership Ready Program will equip you to utilise the learned skills in both your personal and professional life.

So, are you Leadership Ready?



How Does The **Leadership Ready** Program Work?

For a period of twelve to eighteen months, Leadership Ready participants will work with the Proteus team to develop their leadership skills across a range of areas. You choose what topics you do and how long you take.

Leadership Ready participants will gain access to:

- **Face-To-Face Education** - (3 x 2-Day programs)
- **Online Learning** - An online time management program
- **Digital Learning** - 8 weekly digital challenges for each 2-Day program
- **Personal Coaching** - Your own coach to guide you through your program
- **Program Resources** - Comprehensive notes & course manuals

*Lunch and refreshments are provided on all face-to-face training days.

Choose Your 2-Day Programs

The Leadership Ready program allows you to choose 3 x 2-Day face-to-face programs from the suite of 5 inspiring programs, helping you to get the skills that both interest you and are relevant to your growth as a leader.

Each 2-Day program will consist of 8 x 1½ hour sessions over 2 consecutive days, facilitated by experienced and inspirational facilitators. The programs will then be followed by 8 weekly digital challenges, that will help you to remember and implement your new skills.

Full program flyers can be downloaded at proteusleadership.com

Investment

Investment for the twelve - eighteen month program is \$7,950pp + GST

Payment by instalments is available on request (\$100 + GST administration fee will apply to payments by instalment). The above prices are effective as of 1st October 2018. Proteus Leadership reserves the right to change the advertised price.

In-house Programs

All of the 2-Day leadership programs mentioned in this booklet can also be conducted in-house.

In-House Investment

\$22,000 + GST per 2-day program (up to 15 participants).
Extra participants over 15 at \$1,400pp + GST.

For further information contact our team on: 1300 219 903



The Proteus Leadership Ready Program



The Program Components



Six Coaching Sessions



Time Management For Leaders Online



3 x 2-Day Face-To-Face Programs



1 x 1-Day Workshop



Weekly Digital Challenges

Choice of 3 x 2-Day Programs

1



Emerging Leaders

2



Leadership By Design

3



Leading Innovation And Strategy

4



Leading Human Resources

5



Leadership Speak

Digital Challenges



8 Digital Weekly Challenges for the 3 x 2-Day Programs

Participants can commence the program at any time throughout the year.

The Leadership Ready Program Components



Coaching Sessions

Upon registration, participants will be allocated a personal Leadership Ready coach, who will be available for advice and coaching sessions throughout the program.

Over the twelve - eighteen month period, Leadership Ready participants will have six scheduled 30-minute one-on-one telephone coaching sessions.

Leadership Ready coaches are there to discuss program content and assist participants in implementing the program strategies into their daily lives.



Creating Your Own Leadership Ready Timetable

As soon as you register, your coach will negotiate a program that best suits your needs and your timetable and immediately register you into the different steps that make up this great program.

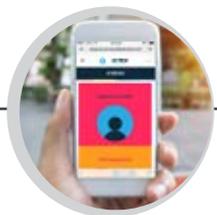
Fitting in with your busy lifestyle is what is important to us, so we will do everything we can to make your experience productive and enjoyable.



Time Management For Leaders Online Program

Leadership Ready participants will commence the program by completing the Online Time Management For Leaders course.

This practical online course provides skills and techniques that help you to use your time in the most effective and productive way possible.



Digital Challenges

Following each 2-Day face-to-face program, participants will receive weekly challenges to help embed the new skills and information they have obtained from the program. Each 2-Day program will have 8 challenges that can be completed on the device of their choice.



One Day Workshop

Proteus workshops and events are dedicated to keeping leaders ahead of the pack and inspiring them to become exceptional! Participants can select a one day workshop of their choice from the Proteus schedule.

Program 1 - Emerging Leaders

Giving Supervisors And Team Leaders A Launchpad To Success



What is Emerging Leaders?

Today like 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 also 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?

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

The Emerging Leaders program will give you the start you need.

The Program

Day One

8:30am Registration - Tea and Coffee

8:45am Session 1 - **Leading & Managing Yourself**

10:30am Morning Tea

10:50am Session 2 - **The Art Of Communication**

12:30pm Lunch

1:15pm Session 3 - **Building Effective Teams**

2:45pm Afternoon Tea

3:05pm Session 4 - **Delivering Exceptional Service**

4:30pm Close

Day Two

8:30am Welcome Back - Tea and Coffee

9:00am Session 5 - **Leading Innovation & Risk**

10:30am Morning Tea

10:50am Session 6 - **Managing The Change Process**

12:30pm Lunch

1:15pm Session 7 - **Managing Workplace Health & Safety**

2:30pm Afternoon Tea

2:45pm Session 8 - **Creating An Operational Plan**

4:00pm Close

Program 2 - Leadership By Design

Designed For Leaders Of People, Culture And Growth



What is Leadership By Design?

The program looks at a range of topics including, personal and people management strategies and also provides concepts and templates that can be implemented immediately back in the workplace.

This is a program suited to those people currently in a leadership role and for those wanting to pursue leadership as a career.

By participating in this program, you will be able to select the skills and insights that are relevant to you and then design your own leadership experience.

This is not just another training program, but truly a leadership experience that will change the way you think about what you do and how you do it.

Leadership By Design will reignite your passion for leadership!

The Program

Day One

8:30am Registration - Tea and Coffee

8:45am Session 1 - **Leading With Insight**

10:30am Morning Tea

10:50am Session 2 - **Embracing Behavioural Differences**

12:30pm Lunch

1:15pm Session 3 - **The Creation Of Culture**

2:45pm Afternoon Tea

3:05pm Session 4 - **Leading Growth And Innovation**

4:30pm Close

Day Two

8:30am Welcome Back - Tea and Coffee

9:00am Session 5 - **Communicating With Influence**

10:30am Morning Tea

10:50am Session 6 - **Having Conversations That Matter**

12:30pm Lunch

1:15pm Session 7 - **Managing Time And Energy**

2:30pm Afternoon Tea

2:45pm Session 8 - **Redesigning Your Leadership Experience**

4:00pm Close

Program 3 - Leading Innovation And Strategy

Moving Yourself And Your Workplace Towards Exceptional!



What is Leading Innovation And Strategy?

A leader's level of performance is primarily driven by how prepared they are to grow personally and professionally and most of this growth comes about as a result of 'thinking differently'.

This unique program is designed to provide leaders with the skills and opportunities to develop the way they think, and therefore perform as more effective leaders.

Leading Innovation And Strategy, is about assisting leaders and their teams to think in new ways, challenge the status quo and see a bigger and better picture for the future.

The outcomes for leaders are tangible and can be applied back in to the workplace immediately.

This program is suited to those leaders who are passionate about improving performance and/or responsible for rolling out change.

Leading Innovation And Strategy will enable you to move from operational to strategic!

The Program

Day One

8:30am Registration - Tea and Coffee

8:45am Session 1 - **Harnessing The Power Of Innovative Thinking**

10:30am Morning Tea

10:50am Session 2 - **Leading Change And Disruption**

12:30pm Lunch

1:15pm Session 3 - **Building A Growth DNA**

2:45pm Afternoon Tea

3:05pm Session 4 - **The Art Of Strategic Quitting - Why, When & How**

4:30pm Close

Day Two

8:30am Welcome Back - Tea and Coffee

9:00am Session 5 - **Making Decisions That Matter**

10:30am Morning Tea

10:50am Session 6 - **The Art Of Marketing Yourself And Your Ideas**

12:30pm Lunch

1:15pm Session 7 - **Moving From Operational To Strategic**

2:30pm Afternoon Tea

2:45pm Session 8 - **Getting Others On Board**

4:00pm Close

Program 4 - Leading Human Resources

HR For The Everyday Leader



What is Leading Human Resources?

The role of today's contemporary leader is a multi-faceted one. Not only do we need to understand our own role, but we also need to have a sound knowledge of the processes surrounding the management of our most valuable resource – our people.

Although most organisations have internal Human Resource experts, it is important that every leader understands the HR role; what it is there for and how they need to reflect the policies and processes that support it.

Throughout this program we will follow the life cycle of a new staff member from recruitment and induction, to training and development, performance management, through the counselling and disciplinary processes and then into the organisational succession plan.

Throughout each of the eight sessions we will create templates that will assist leaders as they move back into their roles within their organisations. This is a practical, 'hands on' program that provides Human Resource Management information, skills and processes for the everyday leader.

Leading Human Resources will help you get the 'people stuff' right.

The Program

Day One

8:30am Registration - Tea and Coffee

8:45am Session 1 - **Human Resource Management & Everyday Leaders Working Together**

10:30am Morning Tea

10:50am Session 2 - **Recruitment & Selection**

12:30pm Lunch

1:15pm Session 3 - **Establishing Induction & Wellness Programs**

2:45pm Afternoon Tea

3:05pm Session 4 - **Creating Professional Development & Succession Plans**

4:30pm Close

Day Two

8:30am Welcome Back - Tea and Coffee

9:00am Session 5 - **Leading Performance Reviews and Development**

10:30am Morning Tea

10:50am Session 6 - **Understanding Industrial Relations**

12:30pm Lunch

1:15pm Session 7 - **The Counselling & Disciplinary Interviews**

2:30pm Afternoon Tea

2:45pm Session 8 - **Being A Manager, Coach, Mentor, Friend!**

4:00pm Close

Program 5 - Leadership Speak

The Ultimate Communication And Public Speaking Program



What is Leadership Speak?

The ability to craft communication and presentations that are compelling has always been a critical skill for leaders to develop.

Whether you need to pitch a persuasive argument to your executive, sell change to your staff or colleagues, inspire people to act, present a message from the heart, deliver a workshop, or to represent your company through a keynote – leaders are expected to do this exceptionally well.

However, in our highly distracted digital world it has become even harder for leaders to cut through all the noise with messages that stick.

Leadership Speak has been designed to assist leaders to become exceptional communicators and presenters who capture people's minds and hearts within fast paced workplace settings.

Leadership Speak will ensure you communicate with confidence.

The Program

Day One

8:30am Registration - Tea and Coffee

8:45am Session 1 - **Why Leaders Succeed Or Fail When They Speak**

10:30am Morning Tea

10:50am Session 2 - **Your Essential Road Map For Presenting**

12:30pm Lunch

1:15pm Session 3 - **Taking Communication To The Next Level**

2:45pm Afternoon Tea

3:05pm Session 4 - **Body Language Is The Vital Ingredient**

4:30pm Close

Day Two

8:30am Welcome Back - Tea and Coffee

9:00am Session 5 - **Stand And Deliver**

10:30am Morning Tea

10:50am Session 6 - **Story Telling With A Business Purpose**

12:30pm Lunch

1:15pm Session 7 - **How To Recover When It Unravels**

2:30pm Afternoon Tea

2:45pm Session 8 - **Putting It All Together**

4:00pm Close

8 Digital Weekly Challenges

Following each 2-Day program

Update Profile



Program Information



Face-To-Face



Digital Evaluation



1

2

3

4

5

6

7

8

Live IT! Commitment Document



Certificate Of Completion



1. Getting Started

On registration, participants will receive confirmation of their booking followed by a second email with a password and link for the digital component of the program, sent two weeks before the face-to-face days.

Participants will be asked to create their profile and read and action any program prerequisites before attending the face-to-face days.

2. Face-To-Face Training

Participants will attend two face-to-face days and will be provided with an extensive program manual. Our expert facilitators will work with participants to get the most from these two powerful days.

3. The Digital Challenges



After completion of the two face-to-face days, participants will be required to complete the digital evaluation.



Participants will then receive a weekly challenge, by email for the next 8 weeks, that will allow them to log in and complete their challenges on the device of their choice.



At the end of the 8 week period, all submitted responses will be automatically populated to create a Live IT! Commitment Document, that participants can use as a reminder and also discuss with their manager to gain support.



Once this document is complete and has been downloaded, participants will be able to print a personalised Certificate Of Completion.

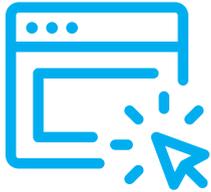


Weekly Challenges



How To Register

Register Online



Visit proteusleadership.com/leadership_programs/leadership-ready

Payment Methods



Credit card



Request invoice

OR

By Telephone



Call us on **1300 219 903**

Payment Methods



Credit card



Request invoice



Direct Debit

Feedback *about Proteus programs*

"This program was very informative. Having only limited experience in HR it was very beneficial to gain a greater understanding of that space and the overlap with a leadership role. Highly recommend."

David Gratton - Launceston General Hospital

Leading Human Resources

"Incredible program. So practical. I felt myself improve hugely as a presenter over the 2 days. It was challenging and confronting but still enjoyable."

Roxanne Ewing - Cromwell Property Group

Leadership Speak

"My previous experiences of leadership learning have focused on the theoretical. The Leadership By Design course was more practical and this in turn made it motivational. It was easy to see where I could apply the tools I was taught and I felt each tool had a place in my workplace experience. I'm keen to start making simple changes in my everyday to impact on my leadership style and my workplace."

Joanna Rae - Camden and Campbelltown Hospitals

Leadership By Design

"The program presenters personalised this experience for each of the participants and due to this fact, the program became an experience which was both confronting and relevant to the situation most of us currently find ourselves faced with. I took so much away from the experience which I believe will contribute to the further enrichment of my leadership skills and allow me to become more strategic in building succession planning within my current workplace."

Yvonne Harrison - Department of Education WA

Think! Leadership

"Exceptional information, coupled with select tools that have bolstered my view and changed my attitude surrounding leadership as a core skill."

Peter Hancock - Icon Core Services

Emerging Leaders

“ Trying to distinguish ourselves
by being the same as others, only
better, is hard to do and even
harder to sustain.

It is simply easier and more effective
to be different!

Peter Bregman



proteus
LEADERSHIP

creating great leaders

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Creating Great Leaders Right Across Australia