PROTEUS Virtual

The Proteus COMPLETE LEADER certificate program

A Multi-dimensional Approach To Leadership

proteus LEADERSHIP

creating great leaders

"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
Leading Innovation & Strategy

"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 Gration
Launceston General Hospital
HR Essentials For Leaders

"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
Leading People & Culture

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

Roxanne Ewing
Cromwell Property Group
Leadership Speak

Welcome to **The Proteus Complete Leader** Certificate Program

The Proteus Complete Leader Certificate Program combines **three powerful virtual Leadership Programs**, with **personal coaching**, **virtual sessions** and post-program **weekly digital challenges**, making it one of Australia's premier leadership programs.

With the ability to design your own timetable over a twelve-eighteen 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 ask when selecting your personal leadership development is - "will I be able to use the skills in all areas of my life"?

The Proteus Complete Leader Certificate Program will equip you to utilise the learned skills in both your personal and professional life, ensuring that you have the right strategy for every occasion.

Covering everything a leader needs to know and be able to do in today's business environment.

How Does **The Proteus Complete Leader** Certificate Program Work?

For a period of twelve to eighteen months, **The Proteus Complete Leader Certificate Program** participants will work with the Proteus team to develop their leadership skills across a range of areas. You choose what programs you complete and how long you take to complete them. We recommend 12-18 months.

The Proteus Complete Leader Certificate Program participants will gain access to:

Virtual Sessions	4 x Sessions per program (12)
Digital Challenges	8 weekly digital challenges for each program (24 Challenges)
Personal Coaching	Your own coach to guide you through your program
Program Resources	Comprehensive notes & interactive course manuals

You Choose And Create Your Own Leadership Program

The Proteus Complete Leader Certificate Program allows you to choose 3 x virtual leadership programs from the suite of six inspiring programs, helping you to get the skills that both interest you and that are relevant to your growth as a leader.

Each virtual program will consist of 4 x 3 hour virtual sessions, one week apart, facilitated by experienced and inspirational speakers. Each program will then be followed by 8 weekly digital challenges, that will help you to remember and implement the learned skills.

Full program flyers and schedules for each of the virtual programs can be downloaded at **proteusleadership.com**

Investment

Investment for the twelve - eighteen month program is $4,950pp + 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 May 2020. Proteus Leadership reserves the right to change the advertised price.

Certificate Of Completion

On completation of each of your 3 virtual programs and post-program digital challenges, you will be able to download your certificates and badges of completion.

After finishing the whole **The Proteus Complete Leader** Certificate Program, you will also be sent a Certificate of Completion and a badge for social media.

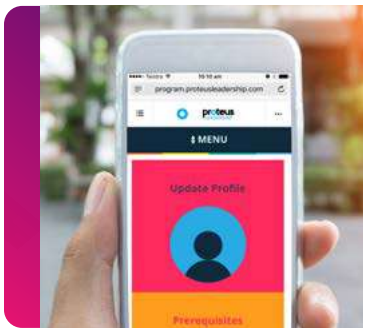
This means that in total, you will receive **4 x Proteus Certificates of Completion** for this inspirational and relevant program.

The Proteus Complete Leader
Certificate Program

The Program **Components**

Four Coaching Sessions

3 Virtual Programs
(4 x sessions each)



Weekly Digital
Challenges

Choice of
3 X Virtual Programs

Emerging
Leaders

The Leader
As Coach

Leading People
& Culture

Leadership
Speak

Leading
Innovation &
Strategy

HR Essentials
For Leaders

The Digital **Challenges**

8 Weekly Digital
Challenges for each of
the 3 Virtual Programs
(24 Challenges)

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

Other **The Proteus Complete Leader** Certificate Program Components

Coaching Sessions

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

Over the twelve - eighteen month period, **The Proteus Complete Leader** Certificate Program participants will have **four scheduled 45 minute one-on-one via Teams or Zoom.**

The Proteus Complete Leader Certificate Program coaches are there to discuss program content and assist participants in implementing the program strategies into their daily lives.

Choosing Your Own Leadership Journey

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 sessions 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.

The important thing is that **you get to choose** your own leadership journey.

Digital Challenges

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

Using Zoom

Proteus Leadership has committed to using the ZOOM platform for our Virtual Webinars, Workshops and Leadership programs. Here are some things about your ZOOM program that you should know:

- It is simple and intuitive to set up
- A link to your program will be sent to you on confirmation and then on the day of the program. You will be asked to click on the link, download and join the meeting or webinar
- You can participate on any device – Windows, Mac, Tablets, Smart Phones
- With updated security features, Zoom is a safe place to meet virtually
- Throughout your program, interactive features will be used including: Polls, Q&A and Chat boxes
- In our workshops and Leadership programs participants will be able to work in multiple breakout rooms where they can interact with each other in groups

Proteus facilitators will make your Virtual program an interactive and informative experience that will change the way you lead.

Six Virtual Leadership Programs
For you to choose from

Program 1 - **Emerging Leaders**
Giving Supervisors And Team Leaders A Launchpad To Success

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

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.

Session 1

Topic 1
Leading and Managing Yourself

- Getting Yourself Right First
- Discovering New Ways Of Leading
- Understanding Your Role
- Managing Your Time
- Developing The Art Of Communication
- Having A Servant Leadership Mentality Developing A Great Attitude
- Developing A Great Attitude

Session 2

Topic 2
Leading Innovation & Change

- How Do We Model Innovation
- Embracing Risk Management
- Understanding Creativity And Innovation
- Brainstorming And Six Hats Thinking
- Bringing Others On The Change Journey
- Managing Resistance To Change

Session 3

Topic 3
Building Effective Teams

- Moving From Mate To Manager
- Using Power, Authority And Influence Effectively
- Managing Up With Influence
- Learning The Art Of Delegation
- Motivating Yourself And Others
- Building Trust And Managing Conflict
- Managing Psychological Safety In The Workplace

Session 4

Topic 4
Creating an Operational Plan

- Understanding Operational Planning
- Developing A SWOT Analysis
- Identifying Measures For Success
- Pitching Ideas Up The Line
- Rolling Out Plans To The Team

Program 2 - **The Leader As Coach**

Leaders Helping Others To Reach Their Potential

It is an absolute privilege to be in a leadership role, but an even greater privilege when we have the opportunity to coach others to success.

This powerful 4 x half-day - The Leader As Coach program, has been designed to assist leaders to become exceptional everyday workplace coaches who know how to motivate, inspire and bring out the best in their staff.

The learning outcomes are practical and can be applied back into your workplace immediately.

This program is suited to those leaders who are passionate about supporting staff in reaching their full potential.

Session 1

Topic 1
Harnessing The Power Of Coaching

- Introduction To Coaching
- Establishing A Growth Mindset
- Shifting Into A Coaching Mindset
- Becoming 'The Leader As Coach'
- How To Deliver A Coaching Session
- GROW Coaching Practice
- Applying BOOST Coaching

Session 2

Topic 2
Taking Your Coaching Skills To The Next Level

- Coaching With Insight
- Know The Skills Needed To Coach
- Building Rapport
- Using Emotional Intelligence
- Applying Deep Listening Techniques
- Creating Opportunities For Growth
- Understanding And Embracing Behavioural Styles
- Coaching To Behavioural Styles

Session 3

Topic 3
Bringing Out The Best In Your Staff

- The Art Of Asking Great Questions
- Moving From Problems To Solutions
- Using Strengths To Develop Staff Potential
- Crafting Boost Coaching Techniques
- Identifying Coaching Roadblocks And Solutions
- Facilitating Mindset Change
- Developing Optimism

Session 4

Topic 4
Applying Coaching To Teams

- The 3 Pillars Of Team Coaching
  - Bigger Picture Perspective
  - Team Context
  - Team Culture
- 'Keep-Stop-Start' Team BOOST Coaching
- Your Group Coaching Roadmap
- Rehearse, Immerse And Converse
- Crafting Your Action Plan

Program 3 - **Leading People & Culture**

For Leaders Of Communication, Behaviour, Culture And People

(Formerly Leadership By Design)

Leading People & Culture will reignite your passion for leadership!

For leaders and teams to be able to successfully lead now and into the future, there are four essential sets of skills that they must have.

- They must possess the ability to **Communicate Effectively** and get their ideas heard and accepted
- They must also have an advanced **Understanding Of Themselves And Of Others,** so that they can build and lead high performing teams
- They must be able to **Create And Lead Positive Cultural Change**, both personally, and in the workplace
- They must be able to have **Conversations That Matter** with all stakeholders in the business

This 4 x half-day program has been designed to equip leaders and teams to confidently perform all four of these essential areas of leadership.

Session 1

Topic 1
The Power Of Great Communication

- Introduction To Effective Communication
- Dealing With The Fear Factor
- Building Rapport With Your Audience
- Having A Clear Objective
- Constructing A Presentation
- The 5-Step SOSOR Roadmap
- Incorporating The 4 P's Of Presenting
- Delivering Your Message

Session 2

Topic 2
Understanding And Managing Behaviour

- Introduction To Behaviour And Patterns
- Steps To Understanding Human Behaviour
- Using The Behaviour Factor Model
- Developing Adaptability Strategies
- Understanding Pressure And Stress
- Building Better And Stronger Teams
- Flexing Your Style For Stronger Workplace Relationships

Session 3

Topic 3
Building And Leading Positive Workplace Cultures

- Creating, Leading And Modelling Great Cultures
- Staying Positive And Understanding The Importance Of Recognition
- Dealing With Miserable People And 'Fighting Clean'
- Leading A Robust And Resilient Workplace
- Leading And Embracing Change
- Helping Your Positive People To Shine

Session 4

Topic 4
Having Conversations That Matter

- Having Conversations That Matter Early
- Why We Need To Be Proactive With Conflict
- Planning And Delivering Your Counselling Conversation
- How To Manage Staff Poor Performance And Behaviour
- Using The Proteus SIID Formula And Checklist
- Preparing For Your Conversations Across And Up With Diplomacy
- How To Use Your 5-Step Plan With Your Managers And Peers
- Transforming Relationships Within The Workplace

Program 4 - **Leadership Speak**

Communication And Public Speaking For The Contemporary Leader

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.

Session 1

Topic 1
Why Leaders Succeed Or Fail When They Speak

- Your Leadership Is Demonstrated When Speaking
- Flip Nervous To Service – Be Brave And Embrace The Fear
- It's All About Your Audience
- Doing It On Purpose
- Clarity Trumps Confusion
- Commanding Engagement

Topic 2
Your Essential Road Map For Presenting

- The 5 Essential Steps For Structure And Flow
- Using The SOSOR Formula As Your Foundation
- Gaining Credibility, Building Rapport And Getting Flow
- Getting Match Fit
- Practice, Practice, Practice

Session 2

Topic 3
Taking Communication To The Next Level

- Using The DIBS Formula To Stake Your Claim
- Pitches That Are Persuasive And Powerful
- Selling Change That Is Compelling
- Informing That Inspires Action
- Messages From The Heart That Stick

Topic 4
Body Language Is The Vital Ingredient

- How To Master Your State – Be Present To Present
- Getting Congruent With Words And Your Body
- How To Amplify Your Authenticity
- People Want To See The Real You – Not Powerpoint
- The S-Factor Will Be Your X-Factor – Structure, Style, Substance And The Shift

Session 3

Topic 5
Stand And Deliver

- Rehearse, Immerse And Converse
- Going Live With Your Workplace Topic
- Embracing Feedback For Growth – Bricks And Bouquets
- Small Group Presentation With Feedback
- The S-Factor For Self And Group Assessments

Topic 6
Story Telling With A Business Purpose

- Crafting Great Stories (No More Data Dumping!)
- Sell Your WHY From The Heart
- Build Your Personal Story Bank
- Walk On The Shoulders Of Giants
- The 3 C's For Great Stories – Classic, Contemporary And Cool

Session 4

Topic 7
How To Recover When It Unravels

- The Power Of Emotions And Vulnerability
- Expect The Best, Plan For The Worst And Prepare To Be Surprised
- Prepare Recovery Strategies In Advance
- Dealing With Hostile And Feral People!
- Flip Challenges To Engagement

Topic 8
Putting It All Together

- Pick A Topic
- Craft A Story
- Prepare To Be Challenged
- Get Into The Right State
- Deliver Your 5 Minute Keynote Introduction
- Final Call To Action

Program 5 - **Leading Innovation & Strategy**

Moving Yourself And Your Workplace Towards Exceptional!

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!

Session 1

Topic 1
Harnessing The Power Of Innovative Thinking

- Being Relevant
- The Importance Of Thinking Better And Different
- Creating The Desire
- Dealing With Barriers To New Thinking
- Creating The Space To Think - Making Time
- Breaking And Creating Patterns
- Understanding Secure And Dynamic Thinking
- Moving From Knowingness To Curiousness

Topic 2
Leading Change And Disruption

- How To Live And Lead In A World Of Chaos And Disruption
- Leading Differently Now And Into The Future
- Learning To FLIP Our Thinking
- Understanding The Steps To Change
- Using Dissatisfaction As A Motivator For Transformational Change

Session 2

Topic 3
Building A Growth DNA

- The Illusion Of More With More
- Understanding And Adapting 'Blue Ocean' Thinking
- Moving Out of A 'Red Ocean' Mentality
- Developing A 'Blue Ocean' Strategy Canvas
- Applying 'Blue Ocean' Thinking To Your Ideas And Concepts

Topic 4
The Art Of Strategic Quitting - When, Why And How

- Managing That Overwhelmed Feeling
- Learning The Art Of Simplification
- Knowing When To Quit And When To Push Through
- Making Space For Innovation And Growth
- Following The 'Quit And Replace' Rule
- Being Brave Enough To Act

Session 3

Topic 5
Making Decisions That Matter

- Introduction To Decision Making
- Why Decisiveness Is Critical To Leadership Credibility
- Establishing Your Leadership Intuitiveness For Critical Decisions
- How To Utilise The Creative And The Critical Thinking Stages
- Building In Risk And Failure As A Part Of Success
- Learning How To Stay In The Question
- Maximising Decisions Using De Bono's 'Six Hats' Model

Topic 6
The Art Of Marketing Yourself And Your Ideas

- The Characteristics Of Successful Entrepreneurs
- Releasing The Entrepreneur Within You
- Building Intrapreneurs Around You
- Knowing What You Want To Achieve
- Creating Your Story
- Building A One-Page Marketing Plan

Session 4

Topic 7
Moving From Operational To Strategic

- Why Old School Strategic Plans Are Dead
- Moving From Fixer To Facilitator
- The New World Of Strategy – Faster, Shorter, Agile And Adaptive
- Combining Reality And The Unknown
- Understanding The 'Action Precedes Clarity' Concept
- Building A 1-Page Strategic Plan

Topic 8
Getting Others On Board

- Setting Up The Right Communication Channels
- Dealing With Your Blockers And Cynics
- The Power Of Radical Honesty And Hope
- Cutting Through The Noise And Being Heard
- Engaging Stakeholders To Your Cause
- Selling Your Ideas Through Influence

Program 6 - **HR Essentials For Leaders**

Managing Recruitment, Performance And Growth

HR Essentials For Leaders will help you get the 'people stuff' right.

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 four 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.

Session 1

Topic 1
Managing Recruitment, Onboarding And Culture Fit

- Why Every Leader Needs To Embrace And Excel In The HR Essentials
- Human Resource Management And Everyday Leaders Working Together
- Attracting The Right People
- The Importance Of Getting And Assessing The Right Cultural Fit
- Conducting A Professional Interview
- The Impact of Social Media And The Recruitment Process
- How To Read A Resume/Social Media Profile
- Leading With Your Gut And Identifying 'Yellow Flags' Early
- Creating Simple And Transparent Recruitment And Selection Processes
- Using 'Behavioural Interviewing Techniques'
- Onboarding New Staff To Enhance Culture And Workplace Wellness

Session 2

Topic 2
Leading Performance Development And Succession Plans

- Old School Appraisals Are Dead!
- Tailoring Performance Management – One Size Does Not Fit All!
- Establishing Clear KRA's And Performance Expectations
- Making Your Scoreboard Visible And Achievable
- What Does The 'New' Performance Management Tool Look Like?
- Creating A Culture Of Growth And Development
- Setting Up A Lifelong Learning Approach
- Building Transparent Succession Plans
- Communicating And Managing Succession Plans
- Setting Your People Up For Success

Session 3

Topic 3
Managing The Counselling And Disciplinary Process

- Fair Work Australia And The 2 Critical Ingredients - 'Procedural Fairness' And Being 'Fair And Reasonable'
- Demystifying 'The Unfair Dismissal' Process
- Transforming The Bullying And Harassment Default Position
- Gaining The Confidence To Take Control And To Act Early With Tough Love
- The 5-Step Roadmap For Counselling And Discipline Meetings
- The Art And Science Of Navigating Crucial Conversations
- Fundamental Communication Tips - Managing Your Tone And Body Language
- What Happens When It All Goes Wrong?
- The 'Let Me Help You To Grow Or Go' Concept

Session 4

Topic 4
Facilitating Feedback, Collaboration, Negotiation And Coaching

- Embracing The Leading As A Facilitator Concept
- Celebrating And Communicating The Good News
- Creating A Culture Of Resilience
- The Art And Science Of Facilitation – Leading Feedback, Collaboration And Negotiations
- Being Brave Enough To Keep It Simple
- Embracing Your Role As A Coach
- How To Deliver A Great Coaching Session
- Giving Your People Both Honesty And Future Hope
- Final Workplace HR Activity And Call To Action

8 Digital **Weekly Challenges**

Following Each virtual program

1 - **Getting Started**

On registration, participants will receive confirmation of their booking followed by a second email 2 weeks before the program with a password and link for the digital component of the program.

Participants will be asked to create their profile and read and action any program prerequisites before attending the virtual sessions.

Update Profile

Prerequisites

2 - **Virtual Sessions**

Participants will attend four virtual sessions and will be provided with an extensive program manual. Our expert facilitators will work with participants to get the most from these sessions.

Virtual Program

3 - **The Digital Challenge**

After completion of the virtual sessions, participants will be required to complete the digital evaluation.

Digital Evaluation

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

8 Weekly Challenges

At the end of the 8 week period, all submitted responses will be automatically populated to create a Live IT! Challenge Document.

Live IT! Challenge Document

Once this document is complete and has been downloaded, then participants will be able to print a personalised Certificate of Completion. Participants will also receive a badge that they can share on social media and display them in their profiles.

Certificate Of Completion

How **To Register**

Register **Online**

REGISTER NOW

Visit https://proteusleadership.com/virtual_programs/the_complete_leader/

Payment **Methods**

Credit Card

Request Invoice

By **Telephone**

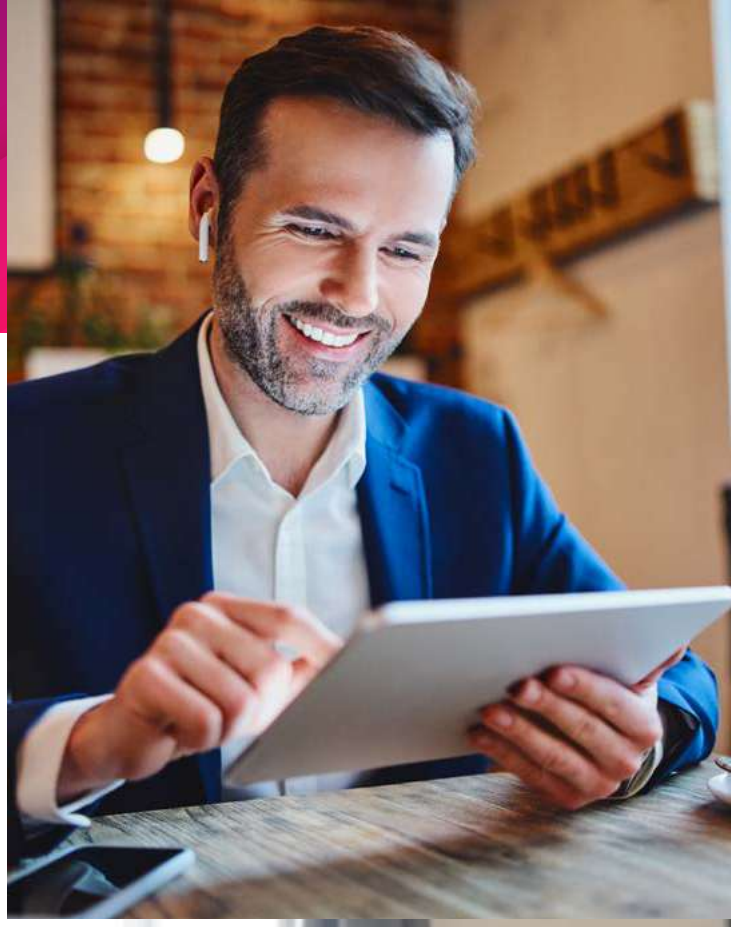
Call us on **1300 219 903**

Payment **Methods**

Credit Card

Request Invoice

Direct Debit



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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