# Leadership Capability Framework

20 Weeks

How to increase the performance and productivity of your workplace in 20 weeks.

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# Future of Work (2030)

# If, you want improved:

- Performance Management
- Leadership EQ
- Employee Engagement

# Performance Management

Leadership Capability Framework
Directive Focused
1. Project Management
2. Project Planning
3. Project Control
1. Taking Initiative
2. Goal Setting
3. Delegation
The Project Manager
The Strategist
Internally Focused
1. Performance Appraisal
2. Benchmarking
3. Balanced Scorecard
The Performance Manager
Externally Focused
1. Motivating Others
2. Time Management
3. Stress Management
The Motivator
The Team Leader
1. Team Building
2. Problem Solving
3. Resolving Conflict
The Networker
1. Power and Politics
2. Negotiations
3. Presentation Skills
The Coach
The Innovator
Flexibility Focused
1. Leadership
2. Managing People
3. Staff Training
1. Identifying Trends
2. Creativity techniques
3. Change Management

# The Learning Journey

## - The Leadership Program

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# The Learning Journey

- The Leadership Program
  - In-house development programs
  - On-the-job initiatives
  - Coaching conversation programs
  - Mentor and buddy schemes
  - 360 degree feedback processes

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# Overview

- The leadership program incorporates:
  - Pre and post program skills surveys
  - Psychometric assessment tools
  - Case studies, books and publications
  - Assigned workplace team projects
  - One on One coaching
  - Digital learning platform

- All of this will give current and future leaders the strategies, techniques, skills and tools to effectively manage the day to day challenges that leaders face in supporting the business goals and objectives.

- Conducted over a 20 weeks with 15 participants.

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# Learning Objectives

- The leaders will increase their skill, knowledge and mindset by developing their competence and understanding in topics such as:

  - Management and Leadership Concepts
  - Effective Communication
  - Applying Leadership Styles
  - Team Building Strategies
  - Handling and Resolving Conflict
  - Problem Solving and Decision Making
  - Effective Delegation
  - Time Management
  - Stress Management and Work / Life Balance
  - Success Negotiation techniques
  - Change Management

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# Developing Leadership EQ, Employee Engagement and Performance in 20 Weeks

| Weeks 1-5 | Week 6 | Week 6 | Week 6 | Week 6 | Weeks 7-19 | Week 20 |
|---|---|---|---|---|---|---|
| Align | Advance (February 2021) | | | | Embed | |
| Communications by HRD | Day 1 (V-ILT or ILT by CLS) | Day 2 (V-ILT or ILT by CLS) | Day 3 (V-ILT or ILT by CLS) | Days 4 & 5 (Coach 1:1 by CLS) | Digital Learning Platform by CLS & HRD | Communications by HRD |
| Communication with participants and managers by HRD | • Management and Leadership Concepts (2.0hrs)<br>• Effective Communications (2.0hrs)<br>• Applying Leadership Styles (2.0hrs)<br>• Team Building Strategies (2.0hrs) | • Handling and Resolving Conflict (2.0hrs)<br>• Problem Solving and Decision Making (2.0hrs)<br>• Effective Delegation (2.0hrs)<br>• Time Management (2.0hrs) | • Stress Management, Work / Life Balance and Mindfulness (2.0hrs)<br>• Motivating Others (2.0hrs)<br>• Successful Negotiation Techniques (2.0hrs)<br>• Change Management (2.0hrs) | • Company Values<br>• Business Acumen<br>• Entrepreneurial Skills<br>• Innovation<br>• Teamwork<br>• Customer Experience<br>• Maximising Profits | • CLS Digital Learning Platform (Examples)<br>- Blogs<br>- Newsletters<br>- Leadership Toolbox<br>- Social Media<br>- Info "Hotline"<br>• Leadership University e-learning<br>Review & Summarise<br>• Close program | Communication with participants and managers by HRD |
| Pre-Program Skill Survey by HRD | Talent Management / Brand.com / Shared Services - Case Study | | | | | Post-Program Skill Survey by HRD |
| MBTI Self Assessment by CLS | MBTI Feedback Report by CLS | | | 1 : 1 MBTI Coaching by CLS | 1 : 1 ZOOM Coaching by CLS | |



*Hosted /Implemented by HRD | Survey* | 1-1 Manager Conversation* | Case Studies / Self Assessment | CLS Digital Learning Platform | Elearning*

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# Rollout Schedule (Example)

| Weeks 1-5 | Week 6 | Week 6 | Week 6 | Week 6 | Weeks 7-19 | Week 20 |
|---|---|---|---|---|---|---|
| Align | Advance (February 2021) | | | | Embed | |
| Communications by HRD | Day 1 (12/2/21) | Day 2 (13/2/21) | Day 3 (14/2/21) | Days 4 & 5 (15&16/2/21) | Digital Learning Platform by CLS & HRD | Communications by HRD |
| Communication by HRD (8/1/21) | • Management and Leadership Concepts (2.0hrs)<br>• Effective Communications (2.0hrs)<br>• Applying Leadership Styles (2.0hrs)<br>• Team Building Strategies (2.0hrs) | • Handling and Resolving Conflict (2.0hrs)<br>• Problem Solving and Decision Making (2.0hrs)<br>• Effective Delegation (2.0hrs)<br>• Time Management (2.0hrs) | • Stress Management, Work / Life Balance and Mindfulness (2.0hrs)<br>• Motivating Others (2.0hrs)<br>• Successful Negotiation Techniques (2.0hrs)<br>• Change Management (2.0hrs) | • Company Values<br>• Business Acumen<br>• Entrepreneurial Skills<br>• Innovation<br>• Teamwork<br>• Customer Experience<br>• Maximising Profits | • CLS Digital Learning Platform (Examples)<br>- Blogs<br>- Newsletters<br>- Leadership Toolbox<br>- Social Media<br>- Info "Hotline"<br>• Leadership University e-learning<br>Review & Summarise<br>• Close program | Communication by HRD (28/5/21) |
| Pre Program Survey by HRD (8/1/21) | Talent Management / Brand.com / Shared Services - Case Study | | | | | Post-Program Survey by HRD (28/5/21) |
| MBTI by CLS (29/1/21) | MBTI Report by CLS (12/2/21) | | | MBTI Coaching by CLS (15&16/2/21) | ZOOM Coaching by CLS (12,13,14/3/21) (9,10,11/4/21) (14,15,16/5/21) | |

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# Leadership Development
## - Results and Outcome

1. Increase Revenue ↑
2. Reduce Costs ↓
3. Reduce Time ↓
4. Reduce Risk ↓
5. Increase Comfort ↑
6. Increase Image ↑

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# Ongoing support

- Leadership Development:
  1. Blogs
  2. Newsletters
  3. Leadership Toolbox
  4. Social Media
     - Facebook, Linkedin, Youtube
  5. Info “Hotline”

# If, you want improved:

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- Employee Engagement

If you're ready
to come on the journey.

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