



THE OUTCOMES

Today's marketplace demands an increasingly high level of performance from companies if they are to remain competitive.

The good news is you already have the resources your company needs to achieve these levels: your people.

The most effective and immediate way to improve the performance of your organisation is to increase the performance and productivity of your people.

The Performance Edge course from Leadership Management Australia (LMA) enables your employees who are already doing well, to do even better. They will see improvements in their own performance and their team's performance in the following areas:

- Increased productivity
- Better time utilisation
- Greater focus on High Payoff Activities and Priorities
- Improved communication and relationships
- Enhanced employee attitudes
- More effective delegation processes
- Greater empowerment within their teams
- Improved overall team results

Upon successful completion of assessment activities Participants will receive a Statement of Attainment for BSBWOR404 Develop Work Priorities from BSB42015 Certificate IV in Leadership & Management.

Further information & bookings Contact:

Leadership Management Australia - TKM Group

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**Empowered people.
Better results.**

THE UNIQUE LMA PROCESS

LMA delivers a process that not only provides skill and competency development, but changes the attitudes and behaviours of the Participant.

TO ENSURE THAT MEASURABLE RESULTS AND A RETURN ON INVESTMENT ARE ACHIEVED:

- Specific workplace goals for learning and performance improvement are established in consultation between Participant and their manager(s)
- Individual support from the LMA Facilitator/Coach guides the Participant’s “on the job” application of the learning to the accomplishment of the goals
- Comprehensive resource material including Manuals (including Digital version), Audio files and Plans of Action are provided to the Participant. This enables multi-sensory learning and easy review
- Convenient interactive weekly workshops
- Each workshop concludes with application and action steps to produce measurable results
- LMA’s unique Feedback Online process provides real time assessment of progress
- Mid and Post Course Review Discussions are conducted by the LMA Client Support person with the Participant and their Manager/Mentor
- Participants present key results and a summary of course accomplishments at a special Graduation Meeting

UNITS OF COMPETENCY:

Upon successful completion of assessment activities Participants will receive a Statement of Attainment for the following unit from BSB42015 Certificate IV in Leadership and Management:

CODE	TITLE
BSBWOR404	Develop Work Priorities



NATIONALLY RECOGNISED
TRAINING

Expected course duration: 10 weeks
BSB42015 Status on National Register:

**There is a wonderful tool.
Without it there would be no wheel,
no trips to the moon and no internet.
Chances are you use one or more in your organisation.
Keep it sharp and your business will prosper.
Neglect it at your risk.
People.**

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OVERVIEW MEETING

Introduction
LMA's Unique Learning Process
Learning Partner's Roles

MODULE 01

ESTABLISHING A PERFORMANCE EDGE

Benefits from Developing a Performance Edge	Attitudes Towards Communication
Preparing for Better Results and Success	Attitudes Towards Your Team and Organisation
Attitudes Towards Goal Setting and Planning	Attitudes Towards Your Relationship with Others
Attitudes Towards Time, Productivity and High	Keys to Improved Performance and Results
Payoff Activities	Application to Workplace

MODULE 02

GOALS, PLANS AND PRIORITIES

The Importance of Goal Setting	Establishing Priorities for Maximum Performance
The Principles of Goal Setting	Strengthening Your Goals through Affirmation
The Power of Written Goals	Tracking and Measuring Your Progress
The Total Person® Concept	Application to Workplace
Your Relationship to the Organisation's Goals	

MODULE :
03

**IMPROVING PERFORMANCE
THROUGH BETTER TIME
MANAGEMENT**

The Value of Time
Your View of Time
Strategies for Effective Time
Utilisation
Finding the Time for Planning and
Goal Setting
Handling Interruptions
The Benefits of Effective Time
Management
Case Study and Workplace
Application

MODULE :
04

**COMMUNICATION AND
RELATIONSHIPS**

The Importance of
Communication
Improving Communication to
Improve Performance
Planning Your Message
Involving and Engaging Others
Listening for the Total Message
Building Networks and
Relationships for Results
Communication within Teams and
Groups
Application to Workplace

MODULE :
05

MID-COURSE REVIEW WORKSHOP

Assessment of Progress and
Measurable Results to Date
Review of Workplace Application

MODULE :
06

**CONTRIBUTING TO YOUR TEAM'S
PERFORMANCE**

The Roles of Formal and Informal
Leaders
The Different Stages of Team
Development
Team Development through
Change
Sharing and Communicating Goals
Creating a Learning Environment
Developing Efficient Systems and
Procedures
Trust – The Cornerstone of
Relationships and Teamwork
Case Study and Workplace
Application

MODULE :
07

THE EMPOWERMENT IMPERATIVE

An Introduction to Empowerment
Empowerment Opportunities and
Benefits
Preparing the Way for
Empowerment
Attitudes – The Heart of
Empowerment and Delegation
Developing Effective Delegation
Procedures
Providing Coaching, Training and
Support
The Ongoing Challenge
Application to the Workplace

GRADUATION

Individual Presentation of
Course Results to Participants
Team Performance
Improvement Plan
Awarding of Course Completion
Certificates

REFOCUS WORKSHOP

An opportunity for the Participant to reaffirm strategies and
evaluate ongoing learning and changes