

# Development West Coast in Partnership with NZIML Leadership Programme 2019 Programme Outline



Host/Venue	Session	Date & Time	Format	Topic	Content Developer	Notes	Content outline/key outcomes
Greymouth  St John Training Rooms – 112 Water Walk Road, Greymouth	1	<b>Thursday</b> 6 June 2019  Timing 10am-3.30 To allow time for travel	Workshop	People Essentials in Leadership	NZIML	Therese La Porte (NZIM L&D manager)	<b>Session 1:</b> <ol style="list-style-type: none"> <li>1. Distinguish between leadership and management</li> <li>2. Understand the principles of employee engagement to extend your influence at work</li> <li>3. Align work tasks to organisational goals and monitor for effective outcomes</li> <li>4. Manage productive meetings</li> <li>5. Explore your own approach to task and people</li> <li>6. Understand how to model positive and constructive behaviours</li> </ol>
TBC	2	<b>Thursday</b> 4 July 2019  Timing TBC	Workshop	Building Effective Teams	NZIML	Therese La Porte (NZIM L&D Manager)	<b>Session 2:</b> <ol style="list-style-type: none"> <li>1. Explore the differences between a collection of individuals, a workgroup and an effective team</li> <li>2. Identify key features in the development of a cohesive team</li> <li>3. Understand what people need to feel effective in their everyday work</li> <li>4. Increase awareness in the role of the team leader to ensure a well-functioning team</li> <li>5. Adapt your leadership behaviours to respond to and lead teams effectively</li> <li>6. Unlock problems that hold your team back from optimal performance</li> <li>7. Focus on the behaviours to create and support an agile and flexible team</li> </ol>
TBC	3	<b>Thursday</b> 1 August 2019  Timing TBC	Workshop	Leading Lean	NZIML	Therese La Porte (NZIM L&D Manager) Facilitator tbc	<b>Session 3:</b> <ol style="list-style-type: none"> <li>1. Explore Lean philosophy and core principles</li> <li>2. Understanding the 5S approach</li> <li>3. Tools and techniques for continuous improvement</li> <li>4. Empowering staff and teams to apply these tools</li> <li>5. Pitfalls and problems when implementing these ideas and how to avoid them</li> <li>6. Explore progressive levels of implementing continuous improvement for individuals, teams and organisational processes</li> </ol>

TBC	4	Thursday 5 September 2019	Workshop	Courageous Conversations	NZIML	Therese La Porte (NZIM L&D Manager) Facilitator tbc	<b>Session 4:</b> <ol style="list-style-type: none"> <li>1. Distinguish between courageous conversations and other workplace performance conversations</li> <li>2. Identify and assess the context for a courageous conversation</li> <li>3. Develop clarity in motives and purpose for the conversation</li> <li>4. Ensure a solutions focused approach to the conversation</li> <li>5. Use specific communication tools and techniques to address the conversation</li> <li>6. Demonstrate leadership by modelling effective conflict resolution skills</li> <li>7. Create a positive and resilient work environment through effective courageous conversations</li> </ol>
Host	Session	Date	Format	Topic	Content Developer	Notes	Content outline/key outcomes
TBC	5	Thursday 3 October 2019  Timing tbc	Workshop	Effective Delegation	NZIML	Therese La Porte (NZIM L&D Manager) Facilitator tbc	<b>Session 5</b> <ol style="list-style-type: none"> <li>1. Examine the difference between delegation and assigning tasks</li> <li>2. Explore the reasons for not delegating and the issues that underpin avoiding delegation</li> <li>3. Apply different levels of delegation through a specific delegation framework</li> <li>4. Create workplace scripts and practices to support different delegation situations</li> <li>5. Troubleshoot to ensure the delegation is appropriate and successful</li> <li>6. Apply a delegation process to develop the talent in your team</li> </ol>
TBC	6	Thursday 7 November 2019	Workshop	Performance Management and Coaching Conversations	NZIML	Therese La Porte (NZIM L&D Manager)	<b>Session 6</b> <ol style="list-style-type: none"> <li>1. Identify the elements required to create a performance environment that supports success</li> <li>2. Key components of effective performance management, including identifying behaviours, setting objectives, understanding performance planning; this may be in a formal or informal setting</li> <li>3. Explore different coaching conversations, from skill based communication to open ended goal setting conversations</li> <li>4. Plan effective conversations based on clear performance expectations</li> <li>5. Give constructive, corrective and positive feedback that is specific and behavioural</li> <li>6. Carry out effective workplace performance based conversations for talent development</li> </ol>

TBC	7	Thursday 5 December 2019	Workshop	Leading change	NZIML	Therese La Porte (NZIM L&D Manager)	<b>Session 7</b> <ol style="list-style-type: none"> <li>1. Explore the nature of change in the workplace</li> <li>2. Align change with organisational priorities and work tasks</li> <li>3. Appreciate the impact of change on others and create an environment that supports this journey</li> <li>4. See change as a process and focus on the steps and stages that best communicate this process</li> <li>5. Build a team around the communication process for change</li> <li>6. Embed change and encourage growth in the work team</li> <li>7. Identify and strengthen behaviours to support a flexible and agile work team.</li> </ol>
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