

# Leading Others

HOW TO BE A BETTER LEADER AND  
HELP YOUR TEAM THRIVE

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A 10-WEEK WORKSHOP  
PROGRAM

TOTAL HRM  
1800 868 254  
[www.totalhrm.com.au](http://www.totalhrm.com.au)





# About Us

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We make the people stuff simple.

We help businesses improve their performance by growing the capability and capacity of their people. Our simple, practical HR solutions protect businesses by making the people stuff simple.

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# About Leading Others

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Whether you're new to leadership or looking to develop new skills to get the most out of your team, our Leading Others program will set you up for success. Developed on the foundations of our own leadership journeys, we want to share with you the best practice methods we have learnt along the way, supported by our learnings with world-class HR tools like DiSC and WRAW.



## Week 1

# Compliant HR

As we implement our adaptive leadership skills in our workplaces, we learn how to be compliant and keep up to date with HR legislation. We explore the must-have HR processes to be an effective organisation. By the end of this week, you will know what resources you can use when you face HR challenges and how to stay ahead of the changes.

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## Week 2

# Adaptive leadership (including DiSC profile & report)

This week we work on adjusting your leadership style to get the best from your employees and best practice to manage different personalities and priorities. We use the international personality profiling tool DiSC to assess you and your team and see how your personalities align and where you require other tactics to support them best.

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## Week 3

# Managing People Effectively

We start week three by uncovering what motivates and drives your teams' performance and how to effectively assign work and identify workflow. We then begin setting individual and team goals, which you can introduce to your workplace and measure their effectiveness throughout the course.

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## Week 4

# Performance Management & Having Difficult Conversations

What is performance management? We start by defining what it is and how you can implement change through your management skills. We're looking at your team's capabilities and how this affects their workflow. You will learn and develop how to make difficult conversations constructive for you and your team while maintaining strong relationships and respect.

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## Week 5

# GENOS Emotional Intelligence

To be a better leader, you have to understand the importance of Emotional Intelligence (EI) and how to use EI to be an effective leader.

By the end of the session, you will gain insights into the importance of authentic Leadership.

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## Week 6

# Building High-Performance teams:

## workplace well-being (including WRAW report)

We have implemented how your leadership style can impact your team; now it's time to improve your team by understanding the importance of coaching and feedback. You will be shown how to build trust to inspire performance and learn the key to creating a high-performing team. You can bring the best out in people by building resilience and well-being.

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## Week 7

# Business/Project Planning: Finance for Managers

To be successful, you need a plan and goals to aim for. You will create and embed your Vision and Mission Goals and ensure they align with your Workplace Culture. You will be provided tools to overcome resistance to change. Create a business plan that covers all stakeholders and take on future projects with a structure and plan.

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## Week 8

# EVP, Recruitment and retention

An EVP is important because it can benefit several elements directly tied to your business's success. These include boosting the quality and type of talent you attract and acquire, improving how your business is perceived externally and increasing employee retention rates. Recruitment is a process concerned with searching, finding and hiring the most competent candidates for various job positions within the organisation. It is a process which is meant for filling up the vacant job positions within the company.

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## Week 9

# Presenting with Confidence

Our time is almost over, so it's time to overcome the fear of presenting in public, build your confidence and become receptive to feedback. We teach you best practice ways to engage an audience to ensure your presentations are well received.

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## Week 10

# Recap + Development Plans

This is it. You've made it! Our final week and workshop will be focussed on your individual needs. Create a plan for your plan for growth and development moving forwards and identify what type of leader you want to be. Learn how to use your leadership journey to inspire others to be the best leaders they can be.

# Our team, your facilitators.

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Total HRM is a locally based team of passionate HR Professionals dedicated to working with you to achieve your business goals. Our expert team have extensive knowledge across all HR functions, from strategic planning and recruitment, to investigations and exit strategies.

## Our Team



**Rebecca O'Connell**

Operations Manager



**Sarah Sharwood**

HR Coordinator

# Total HRM Services

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- HR Documentation
- HR Advice
- Strategic Services
- Recruitment
- Coaching, Training and Workshops
- Outsourced HR
- The Training Space





# Interested?

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If you are interested in registering for our Leading Others 10-week workshop or any of our other training programs, please get in touch with us.

We offer a range of world-class training and assessment programs that will grow your people.

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## Contact Us:



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