



THE PERFORMANCE EDGE - PLUS



DEVELOPMENT AND ONE-ON-ONE COACHING FOR BUSINESS OWNERS

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.

As a business owner, the most effective and immediate way to improve the performance of your organisation is to increase the performance and productivity of your people and with The Performance Edge Plus you will be equipped with the skills, knowledge and support to drive improvements, growth and change in your organisation.

The Performance Edge Plus course from Leadership Management Australasia (LMA) provides targeted personal and professional development and one-on-one coaching to improve your own performance and your 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 your teams
- Improved overall team results

Following the completion of the course, business owners are provided one-one-one coaching by one of our seasoned management professionals for four months. Coaching is a key driver of ensuring that the transfer process is effective from the course to practical application in the workplace. Coaching focuses on raising self-awareness and self-responsibility and provides the opportunity to practice and reflect on the new skills alongside receiving feedback.

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

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



Four months of one-on-one coaching to ensure you and your employees are achieving the goals set
as part of the course and the skills and improvements are entrenched in your business.



**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 Manger Mentor
- 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
- Four months of one-on-one coaching following the Refocus Workshop to ensure ongoing results.

**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.**

**Further information & bookings contact your local LMA Representative Shona Glentworth on 027 453 6928
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