



Maximising Your Time as a Leader

The Lunch & Learn Series is an innovative leadership development program for supervisors and middle managers. Its designed to build core leadership competencies in the areas of

- ✓ Effective feedback
- ✓ Personal influence
- ✓ Team performance
- ✓ Maximising performance
- ✓ Understanding people
- ✓ Effective meetings

Each of the six units are one hour and focused and practical. The units are presented over lunch (AEST) to minimise interruption in the workplace. They are piped into the computer screen of the manager while they eat their lunch.

After each unit, participants receive a set of PowerPoint slides and a full audio recording for revision, or if they missed the presentation. The units are interactive, participants can ask questions throughout the broadcast and are encouraged to email the presenter between sessions with their questions and share their success stories.

Program

Unit 1—The Urgency/Importance Paradigm

We have learned to be deadline driven from an early age at school. Because of this socialisation, we often don't find the time to do the things that are important, but not urgent. This session introduces you to the Time Management Matrix, popularised by Stephen Covey.

Unit 2—The 80:20 Rule

Also known as the Pareto Principle, the 80:20 Rule claims that the effort we put into tasks doesn't always equate to proportionate outcomes. By working on 20:80 rather than 80:20 tasks, we gain leverage over our time. This session explains your priorities at work must be to focus on high-leverage activities.

Unit 3—Creating a Powerful To Do List

Performance conversations that are regular and focussed is critical to managing performance in a team. What sort of performance conversations should the leader have? How often? What is the leader's role in these conversations? Saving up feedback for the annual performance review is not the answer.

Unit 4—Managing Interruptions

Every day we are bombarded with distractions and interruptions coming from every which way. One of the biggest changes facing us in the 21st century is managing distractions and interruptions. This session offers you many strategies and techniques to manage interruptions.

Unit 5—Proactive V Reactive Time Usage

Dealing with a multitude of different personalities is a core capability of a leader. What are the motivations of the various personalities and how does a leader deal with them, particularly those who have a different personality to the leader? Seeing the world through the eyes of others is critically important for any leader to be effective.

Unit 6—Dealing with Email

Most meetings are perceived as a waste of time. How can meetings be more efficient and effective? Leaders have a responsibility to facilitate productive meetings. Being good at running meetings is the hallmark of a good leader. Some practical tips are covered.

Benefits

Organisation

By investing in your leaders, you create organisational leverage. The benefit for your organisation in enrolling your leaders in this series is that it's a cost-effective alternative to sending people away to an expensive course, with little relevance to your workplace. The program is completed over lunch and is short, focussed, and practical.

Leader

The leader can develop their career skills over lunch and minimises the disruption to their normal day. The tips and tools can be implemented immediately after lunch, while it's fresh in the leader's mind.

“By any measure, you are a very effective speaker and educator I have found your webinar’s especially intriguing. Thanks for the great learnings you have been delivering through this online program. I have taken away with me some great tips that I now use in my work place to motivate and get the best out of my crews”.

Tony Chicco – Queensland Fire & Emergency Services

“Fantastic session Tim, I liked how clear and concise your points were and how you facilitated in context but also offered suggested questions to ask in each situation – for myself its half the battle to think about these little things!”

Byron Mitchell —Amart Sports

Presenter

Dr Tim Baker is an internationally recognised authority on leadership, management and organisational development. In 2013, Tim was voted one of the 50 Most Talented Global Training & Development Leaders by the World HRD Congress. In a nutshell, Tim has conducted over 2,430 seminars, workshops and keynote addresses to over 45,000 people in 11 countries across 21 industry groups.

