



Executive Education Unit
Leaders in Management Education



Professional Leaders Program 2014 Prospectus

Delivered by:

LGMA (SA)

in conjunction with

Executive Education Unit

The University of Adelaide

Life Impact The University of Adelaide

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Contact Details

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Local Government Managers Australia SA Division

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Program Deliverers



Executive Education Unit
Leaders in Management Education



The University of Adelaide Executive Education Unit

LGMA (SA)

Founded in 1936, Local Government Managers Australia is the leading Professional Association representing Managers and Aspiring Managers in Australia and Asia/Pacific.

LGMA (SA) is committed to the development and improvement of local government management. It is committed to maintaining high professional and ethical standards throughout the profession and to ensure that its members are at the forefront of change and innovation.

Each year LGMA (SA) proudly presents the following line up of programs and events for all local government employees and key stakeholders to attend:

- LGMA (SA) Annual State Conference
- LGMA (SA) Management Challenge
- LGMA (SA) Rural Management Challenge
- Leadership Excellence Awards
- LGMA (SA) Gala Awards Dinner
- Emerging Leaders Program
- Network functions with:
 - Community Managers Network
 - Emerging Leaders Alumni Network
 - Women's Network
 - CEO Network
 - Plus many more to come...

LGMA (SA) is pleased to announce a new partnership with the Executive Education Unit in the delivery of the Professional Leaders Program.

The Executive Education Unit is part of the Faculty of the Professions within the University of Adelaide. Together with the Business School, the Executive Education Unit has developed a sound reputation in the field of management education both in Australia and overseas.

The Business School has successfully delivered a range of postgraduate award and non-award, organisational development programs for more than 40 years. The Executive Education Unit has been delivering non-award programs for over 20 years to the public and private sectors in South Australia and beyond.

The Executive Education Unit has considerable experience in delivering face to face management education tailored to middle to senior level managers and professionals. Work is underway to accredit the assessment components of the Emerging Leaders Program to articulation into the Adelaide MBA.

The Unit delivers approximately 200 training days annually to around 1,000 managers, with 25% of these representing customised programs for both public and private sector clients.

Program Methodology

Founded on the knowledge that adults learn most effectively by doing all Executive Education programs are highly interactive and action learning focused. The program will mix theory, action through activities and reflection / application to develop leadership capability.

“Capability is an all round human quality, an integration of knowledge, skills, personal qualities and understanding used appropriately and effectively – not just in familiar and highly focused specialist context but in response to new and changing circumstances”

John Stephenson, Mantz Yorke - 1998

Participants are strongly encouraged to relate their own experiences, resulting in lively, stimulating discussions that both reflect a diverse range of perspectives.



Program Map

Module 1		Module 2		Module 3		Module 4	
Strategic Management		Operational Excellence		Financial Management		The Context of Local Government	
<ul style="list-style-type: none"> - Developing skills in strategic thinking. - Analysing the internal and external environments. - Evaluating long term strategies and guiding the direction of a business unit, department, division or organisation. - Creating strategic flexibility. How to generate strategic alternatives and select the best option for implementation 		<ul style="list-style-type: none"> - Applied problem-solving tools and techniques. - Challenging the process, concepts of process-thinking, benchmarking and re-engineering. - Understanding the drivers of customer satisfaction. Team based approaches to improving customer service, business processes and the concept of customer's value of quality. - How to foster a business climate of "continuous improvement". 		<ul style="list-style-type: none"> - <i>Understanding and analysing financial information and accounting reports.</i> - <i>Applying techniques of financial evaluation to assess proposed projects, including evaluating risk as part of preparing a business case.</i> - <i>Understanding and applying "good practice" methods in preparing budgets and in exercising budgetary control.</i> 		<ul style="list-style-type: none"> - <i>Governance</i> - <i>Legislative Framework</i> - <i>Risk Management</i> - <i>Managing the business of council</i> - <i>other topics related to local government</i> 	
		Operational Excellence Assignment		Financial Management Assignment		Case Study Exam (2hours)	
<ul style="list-style-type: none"> - Developing skills in strategic thinking. - Analysing the internal and external environments. - Evaluating long term strategies and guiding the direction of a business unit, department, division or organisation. - Creating strategic flexibility. How to generate strategic alternatives and select the best option for implementation 		<ul style="list-style-type: none"> - Applied problem-solving tools and techniques. - Challenging the process, concepts of process-thinking, benchmarking and re-engineering. - Understanding the drivers of customer satisfaction. Team based approaches to improving customer service, business processes and the concept of customer's value of quality. - How to foster a business climate of "continuous improvement". 		<ul style="list-style-type: none"> - <i>Understanding and analysing financial information and accounting reports.</i> - <i>Applying techniques of financial evaluation to assess proposed projects, including evaluating risk as part of preparing a business case.</i> - <i>Understanding and applying "good practice" methods in preparing budgets and in exercising budgetary control.</i> 		<ul style="list-style-type: none"> - <i>Governance</i> - <i>Legislative Framework</i> - <i>Risk Management</i> - <i>Managing the business of council</i> - <i>other topics related to local government</i> 	
13 /14 February		12/13 March		8/9 May		19/20 Week	
4 weeks		6 Weeks		4 Weeks		1 week	
		2 Weeks		2 Weeks		26 June	
						PLP Dinner Evening 19 June	
						Morning Tea with Emerging Leaders Participants	

- Professional Leaders Program content designed and delivered by the Executive Education Unit
- Professional Leaders Program content designed and delivered by LGMA (SA)
- University assessment requirement

Program Overview

Summary

The Professional Leaders Program (PLP) has been designed to both complement and build on the skills developed through the LGMA (SA) Emerging Leaders Program.

The Emerging Leaders Program primarily focuses on building the interpersonal and people skills required by Managers whilst the purpose of the PLP is to develop analytical capabilities.

Capabilities in areas such as: legislative context, finance, operations and strategy.

The Executive Education Unit at the University of Adelaide will provide three 2-day modules which will focus on;

1. Strategic Management
2. Operational Excellence
3. Financial Management

The final 2-day module will be co-ordinated by LGMA (SA) and will draw key elements from the successful XLP Executive Leadership Program including several high profile guest speakers from the sector.

University Assessment Components

The PLP will include two individual assignments linked to the Operational Excellence and Financial Management Modules as well as a case study exam.

The assessment components of the program achieve three main outcomes:

1. It gives participants the ability to apply the learning from the program in a way that can deliver immediate benefits to host Councils
2. Allows for the PLP to articulate into postgraduate level study
3. Assessment helps participants to receive feedback during the program

The individual assignments will require the participants to prepare a written report of approximately 1500-2000 words. Where possible the assignment will link the module topic to the participant's workplace.

No assignment will be required for the Strategic Management module. However participants will be expected to demonstrate their learning from the entire program through the completion of a 2 hour case study exam.

The case study will be developed with the LGMA (SA) and reflect a set of management challenges likely to be faced by managers in the local government sector.

Timing

The four PLP modules and associated assessment components will be completed over approximately four months (18 weeks).

The timing of the program is based the need for participants to balance work, study and other commitments in a sustainable way.

Local Government Context

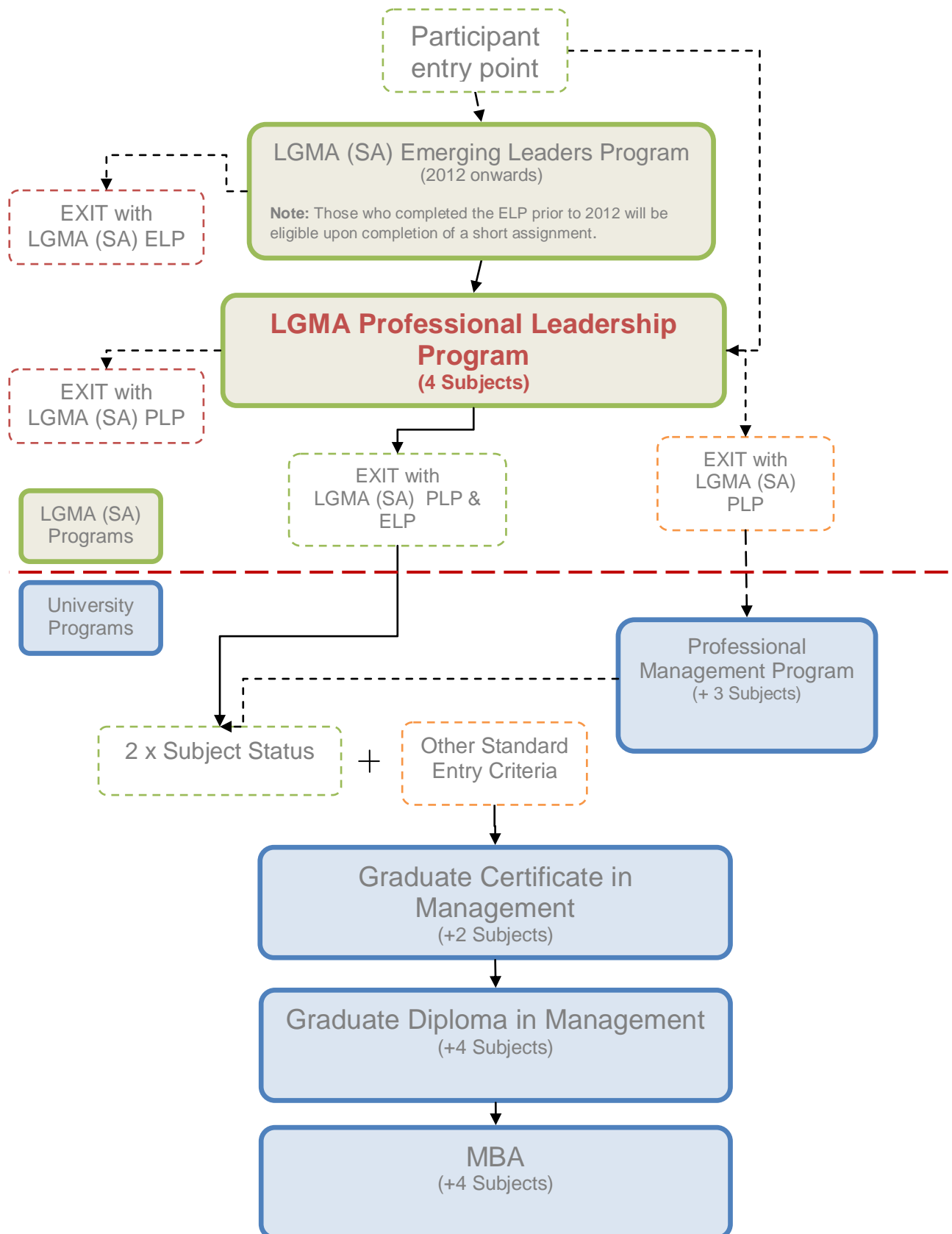
The content delivered in each of the modules will be both relevant and applicable to Local Government Managers and others with senior roles in the sector.

The development process has involved LGMA (SA), Executive Education Unit facilitators and local government experts.

Articulation Pathways

- a. Participants who have completed both the Professional Leadership Program (PLP) and the Emerging Leaders Program (from 2012 or 2013) are eligible for status of two subjects in the Graduate Certificate in Business Administration (subject to meeting standard entry criteria).
- b. Participants who complete the PLP (without completing the Emerging Leaders Program) will receive status of three subjects in the Professional Management Program and will not be required to complete a case study exam. On completion of the Professional Management Program participants are eligible for status of two subjects in the Graduate Certificate in Business Administration (subject to meeting entry criteria).
- c. Participants who have completed the Emerging Leaders Program (ELP) prior to 2012 and the Professional Leadership Program (PLP) need to undertake an additional 2-day Leading and Managing People module, including assignment.

LGMA (SA) Articulation Pathways



Program Facilitators

Module 1

Strategic Management

Duration: 2 days

Module Facilitator



Mr Michael Edgecombe
Ass Dip Bus (HRD)
MBA (Adel) GAICD
AIMC

Michael has been consulting to business and government since 2004 after 21 years as an executive, with a focus on markets, strategy and business planning. He has extensive experience in developing strategies, writing strategic and business plans, designing projects and executing them.

Michael has consulted in local government and regional economic development in the areas of council and regional strategic plans, service design, tourism and business facilitation, branding and political strategy.

Michael has served on a number of government and professional committees, and is currently Chair of Bethsalem Care, a not-for-profit aged care provider.

He has taught strategic management to postgraduate students in the Adelaide Business School MBA program, and when completing his own University of Adelaide MBA received the ANZ Bank Prize for Corporate Strategy. Michael also is an Associate of the Institute of Management Consultants and is a Graduate Member of the Australian Institute of Company Directors.

Module 2

Operational Excellence

Duration: 2 days

Module Facilitator:



Mr Max Zornada
BE (Mech) (Hons)
MBA

Max is a Management Educator and Consultant with extensive experience teaching MBA, Executive Education and Management Development Seminars and as a hands-on practitioner, consulting to major corporations on a range of Operational and Strategic issues, throughout Australia, the US, Middle East, UK, Western Europe and Asia, with a focus on achieving Business and Operational Excellence.

Max Zornada is an Adjunct Lecturer in the University of Adelaide, Business School (formerly the Adelaide Graduate School of Business) where he currently teaches Operations Management, Business Performance Improvement, Statistical and Quantitative Analysis in the MBA Program. He has also taught Project Management, Quality Management, Managing Innovation and Technology and e-Business.

In recent years, a major focus of his activity has been Business Improvement, Lean and Six Sigma training and implementation.

Module 3

Financial Management

Duration: 2 days

Module Facilitator:



Mr Mark Coleman
BEc
MBA
(Edinburgh)
FAICD

Mark has taught at the Business School at the University of Adelaide as a Contract and Senior Lecturer since 1993, in the School's MBA and management development programs in Adelaide, Asia, and Europe.

Prior to establishing his own business in 1990, Mark had management experience at senior levels, having held positions of Treasurer, Financial Controller and the Director Corporate Planning and Finance at the Electricity Trust of South Australia.

Mark specialises in strategic and business planning, organisational and governance/board reviews and financial evaluation and project analysis.

Investment

LGMA (SA) Professional Leaders Program

	Members	Council Bundle	Non-Members
Program Fee – Rural\Small Council	\$2970 <i>Inc GST</i>	\$3080 <i>Inc GST</i>	\$3190 <i>Inc GST</i>
Program Fee – Medium Council	\$3300 <i>Inc GST</i>	\$3410 <i>Inc GST</i>	\$3520 <i>Inc GST</i>
Program Fee –Large Council	\$3630 <i>Inc GST</i>	\$3740 <i>Inc GST</i>	\$3850 <i>Inc GST</i>

Notes to fees

Registrations close at 9 am on 13 January 2014 unless all places sold prior.

Payment Terms

The Program Fees are due in two equal instalments, the first by 31 January 2014 and the second by 1 March 2014. Upon registration an invoice will be automatically generated. Payment can be made via EFT, credit card, PayPal or cheque.

Cancellation Policy

Cancellations received between 5 pm, 23 November 2013 and 1 February 2014 will be subject to a 50% cancellation fee, representing costs charged by the service provider for confirmed numbers. On the day of the event, cancellations will incur a 100% cancellation fee. Substitutions are a welcome alternative and in this instance no fees will be charged. All requests for cancellations or substitutions MUST be made in writing to the LGMA (SA) CEO and will be honoured only if they have been confirmed in writing by the LGMA (SA) CEO.

Articulation Pathways

- a. Participants who have completed both the Professional Leadership Program (PLP) and the Emerging Leaders Program (from 2012) are eligible for status of two subjects in the Graduate Certificate in Business Administration (subject to meeting standard entry criteria). Full entry requirements can be found at <http://www.business.adelaide.edu.au/mba/admission/>
- b. Participants who complete the PLP (without completing the Emerging Leaders Program) will receive status of three subjects in the Professional Management Program and will not be required to complete a case study exam. On completion of the Professional Management Program participants are eligible for status of two subjects in the Graduate Certificate in Business Administration (subject to meeting entry criteria). More information about the Professional Management Program can be found at <http://www.adelaide.edu.au/professions/execed/professional/>
- c. Participants who have completed the Emerging Leaders Program (ELP) prior to 2012 and the Professional Leadership Program (PLP) need to undertake an additional 2-day Leading and Managing People module, including assignment. A discounted fee of approximately \$650 will be charged to complete the additional module. Participants successfully completing of all three components with a credit average (where applicable) are eligible for status of two subjects in the Graduate Certificate in Business Administration (subject to meeting standard entry criteria). Full entry requirements can be found at <http://www.business.adelaide.edu.au/mba/admission/>

Registration

To participate in the 2013 Professional Leaders Program please register online at: www.lgmasa.org.au.

You must also sign the "Acceptance" below and return it to the LGMA (SA):

Fax: 8451 1568

Post: PO Box 754, Kent Town SA 5071

E-mail: executive@lgmasa.org.au

Registrations Close at 9 am 13th January 2014.

Acceptance

By signing below the Professional Leaders Program participant and their manager are acknowledging that they have read the entire Professional Leaders Prospectus and understand the program requirements, terms and cancellation policy. In addition, they agree to meet the compulsory program expectations.

Professional Leader:

Name:

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Signature:

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Position:

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Date:

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Professional Leader's Direct Manager:

Name:

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Signature:

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Position:

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Date:

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