



**“THE SKILLS YOU
LEARN WILL SUPPORT
YOU IN DEVELOPING
YOUR CAREER AND
ENHANCING YOUR
RESULTS.”**

Leading Learning Linking

IGNITE
LIGHT

**A LEADERSHIP LEARNING PATH FOR
NEW SUPERVISORS, TEAM LEADERS AND
COORDINATORS IN LOCAL GOVERNMENT**

PROGRAM COMMENCING
THURSDAY 4 OCTOBER 2018
REGISTRATIONS CLOSE
THURSDAY 13 SEPTEMBER 2018



**“YOU WILL
GAIN SKILLS TO
LEAD YOUR TEAM,
AND PRIORITISE
WORKLOADS.”**

THE LG PROFESSIONALS, SA IGNITE PROGRAM IS A LEADERSHIP LEARNING PATH FOR SUPERVISORS, TEAM LEADERS AND COORDINATORS IN LOCAL GOVERNMENT ACROSS SOUTH AUSTRALIA.

The focus of the program is to enable those who have limited experience in managing and leading people to develop the competencies required to be successful in their role.

While leaders are often technically competent, many have had limited opportunity to develop or extend existing and critical skills needed for leading and managing people. The importance of developing these qualities for people in these roles is critical and cannot be underestimated.

PROGRAM SESSION DATES

Unit 1

Thursday 4 October 2018

Unit 2

Wednesday 17 October 2018

Unit 3

Friday 2 November 2018

Unit 4

Monday 19 November 2018

Unit 5

Wednesday 5 December 2018

KEY BENEFITS

- ✓ Explore the many challenges faced by team leaders, supervisors and coordinators in local government
- ✓ Improve critical interpersonal skills for engaging and leading people
- ✓ Acquire key skills for managing the performance of teams

PARTICIPANT PROFILE

The program is designed specifically for those working within local government across South Australia. The typical program participant will be in, or is to be appointed to, an entry-level supervisory, team leader or coordinator role.

IGNITE LIGHT

Ignite Light spans 5 program days, delivered over 3 months. The program is designed to provide participants with an accreditation pathway towards Certificate IV in Leadership and Management.

Unit 1

Communicate effectively as a workplace leader (BSBLDR401)

Date: Thursday 4 October 2018

A cohesive team supported and engaged by clear communication contributes to successful business outcomes.

This unit will cover:

- ∴ The different opportunities for communication as a leader
- ∴ The power of effective listening
- ∴ Feedback as a vital leadership tool

Unit 2

Lead effective workplace relationships (BSBLDR402)

Date: Wednesday 17 October 2018

The role of the manager is critical in the development and maintenance of positive working relationships. A cohesive team contributes to successful business outcomes.

In this unit the participant will develop the skills and knowledge to:

- ∴ Consult with others and develop strategies to improve teamwork
- ∴ Engender trust and confidence within the team
- ∴ Use networks to build relationships and benefit the team and organisation
- ∴ Effectively resolve work difficulties to create positive outcomes

Unit 3

Develop work priorities (BSBWOR404)

Date: Friday 2 November 2018

Effective managers need to be able to make decisions about what they will do, when they will do it and what they will get others to do. Prioritising tasks for urgency and importance lies at the heart of effective self-management.

In this unit the participant will develop the skills and knowledge to:

- ∴ Plan and complete work schedules for self and team
- ∴ Reflect on personal performance and act on feedback
- ∴ Identify and implement personal professional development priorities

Unit 4

Lead team effectiveness (BSLDR403)

Date: Monday 19 November 2018

Shared leadership is a feature of highly functioning workplaces where people at all levels of the organisation demonstrate effective leadership skills. These skills enable more to be achieved through teamwork in a shorter timeframe and at a higher quality if the team works well together. Effective teamwork can improve job satisfaction, productivity, innovation and efficiency.

This unit covers:

- ∴ How to work effectively with teams and individuals
- ∴ How to develop team plans to meet expected outcomes
- ∴ Using strategies and skills to develop a strong and cohesive team
- ∴ Leading the work team
- ∴ Working with management

Unit 5

Implement operational plan (BSBMGT402)

Date: Wednesday 5 December 2018

Managers are pivotal to the successful implementation of the organisation's plan to achieve its goals and objectives.

In this unit the participant will work with scenarios to:

- ∴ Analyse and assess plan requirements
- ∴ Access and allocate resources
- ∴ Work with a team to monitor the implementation
- ∴ Take action to rectify identified shortfalls

ACCREDITATION PATHWAY

Ignite Light is part 1 of a 2-part program (*Ignite Light* and *Ignite Accelerated*). Completing both programs and associated assessments provides participants with full accreditation of *Certificate IV in Leadership and Management*.

Note:

- ✓ Participants do not need to do both programs, they may choose to do only one and gain partial accreditation of *Certificate IV in Leadership and Management*
- ✓ *Ignite Light* and *Ignite Accelerated* can be completed in any order.

IGNITE ACCELERATED PART 2

(note this is a separate program)

Topics covered:

- ∴ Implement continuous improvement (BSBMGT403)
- ∴ Lead a diverse workforce (BSBLDR404)
- ∴ Identify risk and apply risk management processes (BSBRSK401)
- ∴ Develop teams and individuals (BSBLED401)
- ∴ Implement customer service standards (BSBCUS403)
- ∴ Conduct work within a compliance framework (BSBCOM406)
- ∴ Make a presentation (BSBCMM401)

PROGRAM INVESTMENT

Member: \$2750*

Non member: \$3350*

*Prices inclusive of GST

ABOUT LG PROFESSIONALS, SA

Local Government Professionals Australia, SA is a not-for-profit member based association representing professionals working in local government in South Australia. Our programs are developed by the sector for the sector.

All proceeds from our programs are directly reinvested to further develop the local government sector through continued support of professional networks, events and learning and development initiatives for local government professionals.

WHO CAN ATTEND ?

This program is open to registrations from LG Professionals, SA members, council employees and employees of regional subsidiaries.

REGISTRATION

Registrations can be made online at www.lgprofessionalssa.org.au

CANCELLATIONS

Whilst Local Government Professionals Australia, SA is sympathetic to the inevitability of changing circumstances, each cancelled registration incurs a cost. It is for this reason that the following section of our cancellation policy applies to all Learning & Development programs:

Cancellations received more than 7 weeks prior to commencement – 100% refund.
Those received between 7 and 4 weeks prior to commencement – 50% refund.
Cancellations received within 4 weeks of commencement – no refund.

Note:

- ✓ In all cases substitutions are a welcome alternative. In this instance, no fees will be charged but LG Professionals, SA must still be notified of the substitution as soon as practical.
- ✓ In the event of extenuating circumstances, requests for waiver of cancellation fees MUST be made in writing to the CEO and will be honoured only if they have been confirmed in writing by the CEO.

PROGRAM FACILITATORS

Co facilitators: ASC Training and Development

MORE INFORMATION

Please direct all program queries to **Kate Staples, Manager Professional Development and Networks** at kate@lgprofessionalssa.org.au or **(08) 8291 7996**.



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