



Local Government  
Professionals  
AUSTRALIA SA



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



# IGNITE

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

**REGISTRATIONS CLOSE FRIDAY 3 DECEMBER 2021  
PROGRAM COMMENCING TUESDAY 8 FEBRUARY 2022**



**“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.**

As a new leader with limited experience in managing and leading people, this program focuses on enabling you to develop the competencies required to be successful in your role.

While leaders are often technically competent, many have had limited opportunity to develop new, or extend the existing, 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 METHODOLOGY**

The Ignite Program spans 12 program days and is delivered over 11 months.

This interactive program will be delivered in a mixed delivery format, both face to face at ASC Training & Development and virtually - making it accessible for both regional and metro participants.

The program has been designed to engage participants by regularly reflecting and debriefing on the local government challenges they face, and sharing strategies which have been successful or failed, all in the spirit of learning.

The content delivered in each of the units includes case studies, assessments and conversations all tailored to our unique sector.

Upon successful completion of the program you will receive full accreditation of Certificate IV in Leadership and Management.

## **PROGRAM SESSION DATES**

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8 February 2022

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8 March 2022

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5 April 2022

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3 May 2022

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31 May 2022

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28 June 2022

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26 July 2022

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23 August 2022

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20 September 2022

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18 October 2022

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15 November 2022

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13 December 2022

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## **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, or is to be, appointed to an entry-level supervisory, team leader or coordinator role and work in a council or subsidiary. Content and delivery methods are suitable for both indoor and outdoor workers.

### Unit 1: 8 February 2022 (Face to Face)

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#### Lead effective workplace relationships (BSBLDR413)

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 knowledge and skills to:*

- ∴ Use leadership to promote team cohesion
- ∴ Build on skills in motivating, mentoring, coaching and developing the team
- ∴ Engender trust and confidence within the team
- ∴ Form the bridge between the management of the organisation and team members

### Unit 2: 8 March 2022 (Live Virtual Classroom)

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#### Develop personal work priorities (BSBPEF402)

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 knowledge and skills to:*

- ∴ Plan and prioritise own work tasks
- ∴ Reflect on personal performance and act on feedback
- ∴ Ensure effective time management
- ∴ Set personal and professional goals
- ∴ Identify stressors and develop strategies to manage

### Unit 3: 5 April 2022 (Live Virtual Classroom)

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#### Lead and facilitate a team (BSBXTW401)

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.

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

- ∴ Work effectively with teams and individuals
- ∴ Develop team plans to meet expected outcomes
- ∴ Work with individuals and teams to facilitate continuous improvement
- ∴ Use strategies and skills to coordinate and support the team and individuals
- ∴ Develop a strong and cohesive team
- ∴ Monitor team performance
- ∴ Implement a business improvement project

### Unit 4: 3 May 2022 (Face to Face)

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#### Make presentations (BSBCMM411)

Effective leadership and management requires the ability to develop and deliver presentations within an organisation for a range of purposes.

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

- ∴ Prepare presentations utilising appropriate formats, strategies, materials and resources
- ∴ Deliver a presentation to achieve its intended outcomes
- ∴ Monitor and evaluate the effectiveness of the presentation
- ∴ Use a variety of techniques to review the effectiveness of the presentation

### Unit 5: 31 May 2022 (Live Virtual Classroom)

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#### Apply communication strategies in the workplace (BSBXCM401)

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

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

- ∴ Prepare for the different opportunities for communication as a leader
- ∴ Use communication strategies to provide clear work instructions
- ∴ Facilitate, monitor and support team and workplace communication
- ∴ Use feedback as a vital leadership tool
- ∴ Understand the power of effective listening

### Unit 6: 28 June 2022 (Live Virtual Classroom)

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#### Build and maintain business relationships (BSBTWK401)

Business relationships, both internal and external are critical to the role of leaders. Effective business relationships provide ongoing mutual benefit.

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

- ∴ Establish business relationships and networks
- ∴ Use networks to build relationships to benefit the team and organisation
- ∴ Build, improve and maintain business relationships

### Unit 7: 26 July 2022 (Live Virtual Classroom)

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#### Coordinate business operational plans (BSBOPS402)

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

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

- ∴ Analyse and assess plan requirements
- ∴ Prepare and implement operational plans
- ∴ Monitor and review implementation and operational performance
- ∴ Take action to rectify identified shortfalls

### Unit 8: 23 August 2022 (Face to Face)

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#### Lead difficult conversations (BSBCMM412)

Many leaders find conversations about performance to be difficult and often avoid them altogether. Providing feedback, particularly when a team member's performance falls short of expectations is one of the most critical functions a leader performs.

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

- ∴ Prepare for and facilitate a difficult conversation
- ∴ Follow up and review conversation outcomes
- ∴ Effectively resolve work difficulties to create positive outcomes
- ∴ Develop confidence in holding these conversations

### Unit 9: 20 September 2022 (Face to Face)

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#### Work within compliance frameworks (BSBAUD412)

Working in local government requires people to identify statutory, legislative and regulatory requirements and relate them to individual work practices to ensure ongoing adherence to the compliance framework.

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

- ∴ Identify and interpret individual compliance requirements
- ∴ Manage and review own compliance
- ∴ Identify and adapt to changes in compliance requirements

### Unit 10: 18 October 2022 (Face to Face)

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#### Demonstrate leadership in the workplace (BSBLDR411)

Leadership can be demonstrated in many ways. This unit explores how leaders influence their team through modelling high standards of behaviour and performance.

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

- ∴ Role model positive leadership that reflects the council/subsidiary's values
- ∴ Develop and work with performance plans and KPIs for teams and individuals
- ∴ Protect and build the council/subsidiary's image
- ∴ Lead decision making processes

### Unit 11: 15 November 2022 (Live Virtual Classroom)

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#### Apply business risk management processes (BSBOPS403)

Some risks that are thought to be unknown are not unknown. Armed with the right set of tools, procedures, knowledge and insight, light can be shed on variables that lead to risk, allowing us to manage them.

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

- ∴ Identify risks
- ∴ Analyse and evaluate risks
- ∴ Establish risk management processes, monitor and review effectiveness of risk treatment/s

### Unit 12: 13 December 2022 (Live Virtual Classroom)

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#### Lead the development of diverse workforces (BSBLDR521)

Recognising and leveraging workplace diversity has become increasingly important in workplaces.

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

- ∴ Identify opportunities to maximise the benefits of diversity
- ∴ Embed diversity into work plans and operations
- ∴ Communicate effectively with a diverse workforce
- ∴ Provide diversity support

## PROGRAM INVESTMENT

### MEMBER

\$4,500.00 + GST = **\$4,950.00**

### NON MEMBER

\$5,000.00 + GST = **\$5,500.00**

In the instance that a participant requires a catch-up session with a facilitator for a missed unit, catch-up sessions will be charged to the participating council.

## 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](http://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 8 weeks prior to program commencement - **100% refund**
- ∴ Cancellations received between 8 and 6 weeks prior to program commencement - **50% refund**
- ∴ Cancellations received within 6 weeks of program commencement - **No refund**

### Note:

- ✓ Registration is a commitment to pay. In the instance of a cancellation where the invoice remains unpaid, the terms of the cancellation policy will still apply and an amended invoice will be issued if applicable. 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.

Please see full Cancellation Policy at [www.lgprofessionalssa.org.au/Governance-and-Policies](http://www.lgprofessionalssa.org.au/Governance-and-Policies)

## PROGRAM FACILITATORS

*Co facilitators:* ASC Training and Development



## MORE INFORMATION

Please direct all program queries to:

**LG Professionals SA**  
admin@lgprofessionalssa.org.au  
(08) 8291 7990

## CONNECT WITH US

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SKILLS TO FORM  
STRONG COHESIVE  
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