



# Management Essentials

The fundamental toolkit for  
management success

institute of  
**MANAGERS  
AND LEADERS**<sup>®</sup>  
australia | new zealand





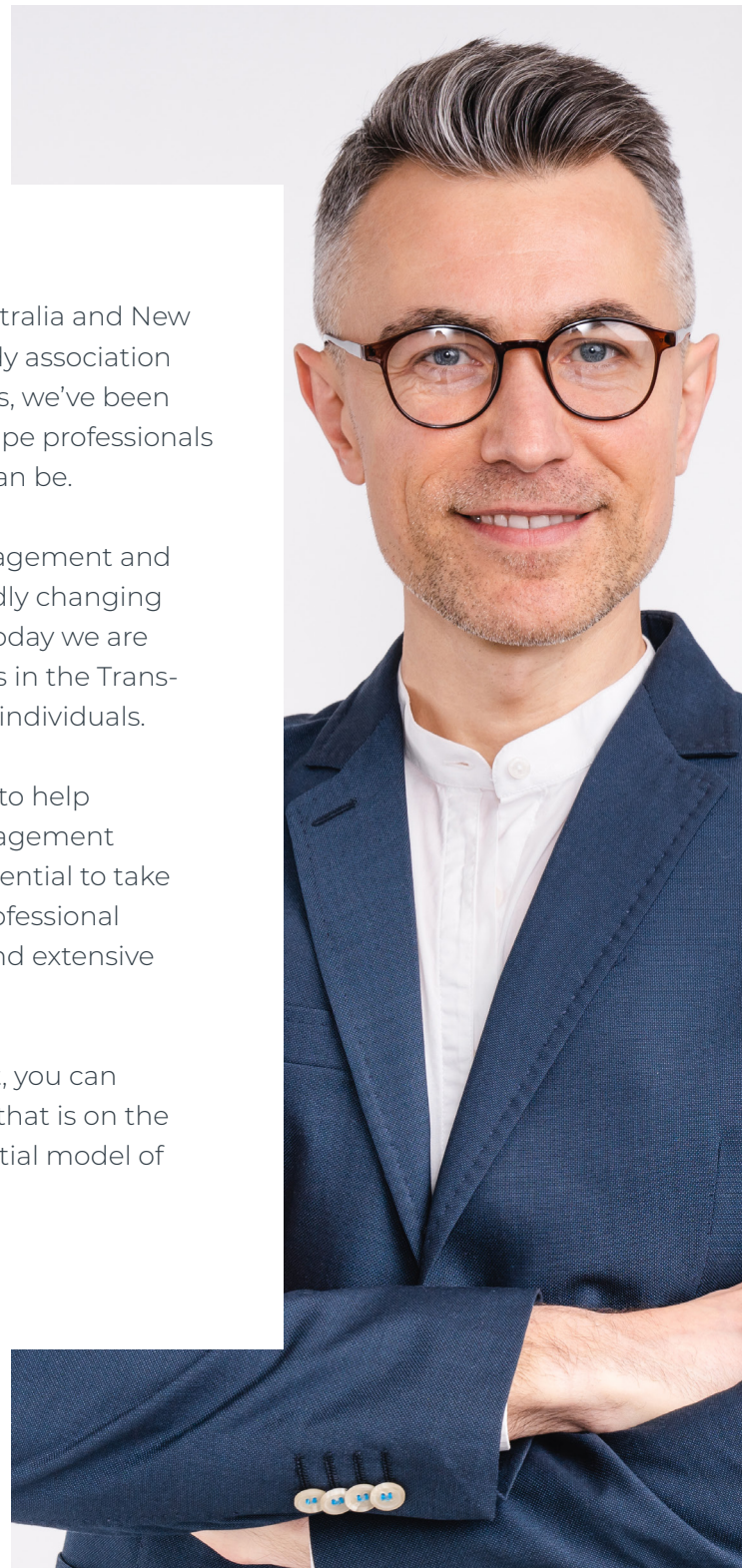
## Your partner in **leadership** development

The Institute of Managers and Leaders Australia and New Zealand (IML ANZ) is a non-profit peak body association for managers and leaders. For over 80 years, we've been providing industry-leading solutions to shape professionals into the best managers and leaders they can be.

We support frontline leaders, middle management and senior executives as they adapt to the rapidly changing business world and new ways of leading. Today we are the most powerful network of professionals in the Trans-Tasman region, representing over 350,000 individuals.

Today, we proudly offer a suite of solutions to help organisations raise their standards of management and leadership, and unlock individuals' potential to take their teams to new heights. We provide professional development, mentoring, business tools and extensive networking opportunities.

As your partner in leadership development, you can trust us to deliver comprehensive training that is on the competitive edge and built on an experiential model of learning and development.



## Development designed **differently**

IML ANZ designs development differently. We offer leadership development courses that provide managers with the long-term skills, knowledge and support to become intentional leaders. Our courses are enriched with an experiential learning journey that ensures new skills are embedded into their leadership practice for lasting leadership impact.

The Intentional Leadership courses don't follow the blueprint of a traditional management and leadership course, where participants are expected to absorb large quantities of information within a short timeframe.

These courses are designed as blended courses, following best practice learning principles.

Integration into the workplace reinforces learning through workplace projects with the support of mentoring to help embed the learning and drive behavioural change.

Our courses also support participants beyond completion. All IML ANZ courses include 12 months of individual membership as well as access to the Institute's award-winning mentoring program.

This two-way partnership allows participants to continue to receive feedback, advice, and support while they are learning to apply their new skills in the workplace.

Great leadership is not accidental, excellence requires intention. Support ongoing leadership development with our life-changing courses.

### Our experiential learning



Measure



Develop



Apply



Reflect & reassess

## Why IML ANZ Intentional Leadership™ Courses?



### Best-in-class facilitators

Our experts are selected for their senior management experience and their passion and talent for developing impactful leaders.



### Personalised learning

We prioritise individual development needs through diagnostic assessments, one-on-one coaching, workplace projects and personal action plans.



### Real world application

Our experiential model for learning and development ensures practical application in the workplace for lasting impact.



### Research-led design

We constantly evolve our format and content in line with the latest leading-edge research in leadership and management practice.



### Measured success

We use pre and post course diagnostic tools to map competency gaps and behavioural preferences, measure change and demonstrate ROI.



### Highly interactive experience

We deliver hands-on and engaging content enriched by peer-to-peer learning to embed new concepts and techniques into practice.

## Management Essentials Courses

Every single day, people are promoted into management roles. Often, they get there because of tenure, individual contributor performance or good technical ability. It's likely that they have never been provided with formal training or guidance on how to manage and lead. At IML ANZ, we call this the "accidental manager". In parallel, often experienced leaders go a long time in between training and a refresher is all that is needed.

This course addresses both needs perfectly. Considered as the building blocks to leadership excellence or a kick start to a leadership journey, this short, sharp course equips leaders with practical tools and frameworks, underpinned by best-practice theories and methodologies, that can be used immediately, resulting in a lot of confidence in a short period of time.

### Who should attend?

For those relatively new to managing, those stepping into leadership roles for the first time or even experienced managers looking for a refresher, Management Essentials has something for everyone.



## Learning outcomes

Management Essentials is designed to rapidly develop the fundamental skills required to take management and leadership capability to the next level. On completion of the course, participants will:

- Better understand their role and expectations as a manager and leader
- Use DiSC Behavioural Profiling to understand and improve their leadership approach
- Apply effective individual coaching techniques and create clear development plans
- Implement motivational and engagement strategies within their team
- Deliver and promote effective two-way communication within their team
- Assess and implement strategies to support a safe and positive workplace
- Engage and manage effectively during conflict situations
- Deliver effective performance management conversations
- Implement techniques to boost team performance

## Course structure

A two-day face-to-face or virtual course, Management Essentials is designed to develop learners' practical management skills and their ability to lead remote and flexible workplaces.

The course includes:

- 2 full-days, 9am-5pm
- Two diagnostic reports including DiSC and the IML 360 Feedback Survey
- Workplace Practice Plan
- Access to IML ANZ's online learning portal
- Reflections Workbook
- Mentoring support through our award winning Mentoring Program post-course.
- 12 months of individual Membership with IML ANZ.
- In partnership with the Black Dog Institute, an e-learning module designed to build the skills leaders need to care for their mental health and support others at work

The participant's line manager receives:

- A webinar equipping them with the right tools to support the participants' development during the course
- Email updates after each session with information about:
  - The learning focus of the session
- A Workplace Practice Plan for the participants to complete
- Coaching questions for the manager to support the participant
- An outline of topics that resonated with the cohort





## Course modules

### Module 1 Manage self

Formal Learning outcomes:

- Develop an understanding your role as a manager and leader
- Demonstrate an understanding of self
- Recognise how to build networks and relationships

M1 mostly focuses on unpacking IML360 and DiSC and reflecting on the reports.

### Module 2 Managing and leading others

Formal learning outcomes:

- Develop effective communication strategies.
- Recognise how to motivate for performance.
- Apply performance management strategies
- Communicating effectively
- Performance management



### Module 3 Managing and leading teams

Formal learning outcomes:

- Demonstrate how to develop your team
- Understand and apply DiSC to team diversity.
- Apply effective strategies in managing conflict
- Developing your team
- Using DiSC to understand team diversity

### Module 4 Maintaining momentum

Formal learning outcomes:

- Describe a safe and positive workplace.
- Apply effective delegation strategies.
- Use effective coaching to develop your team
- Creating a safe and positive workplace
- Delegating Effectively
- Coaching and developing your team



## Course deep dive

In preparation → During learning → Workplace application → After learning

### In preparation

#### Line manager engagement

To accelerate participants' learning their line manager is encouraged to be involved. Before the course begins, managers are asked to attend a short webinar outlining the course objectives. After each session the line manager will receive an email updating them on topics covered, articles and key learnings. We encourage line managers to engage with the participant about their key learnings and development plan.

#### Diagnostic tools

In preparation for the course all participants complete 2 diagnostic tools focussed on learning skills in leadership and management, behavioural preferences and emotional intelligence. Each tool is designed to give actionable insights into the behaviours and leadership styles of the participant. This allow us to personalise each participant's experience to ensure they are reflecting on their current behaviours. The tools we introduce include the following.

#### IML 360 Feedback Survey

The IML 360 Survey allows managers and leaders to discover and measure their own capabilities and workplace behaviours. Reports that are produced from the results of the IML 360 Survey provide an holistic assessment; comparing the self-assessment scores with the scores from their managers, peers, direct reports (if applicable) and other observers.

#### DiSC Profiling

This assessment provides a profile of the individual's communication preferences. The analysis of these results helps participants to better understand themselves and their colleagues to facilitate more effective communication and collaboration.

### During learning

#### Face-to-face or virtual workshops

The course is led, not taught. We engage facilitators based on their own senior management experience and for their passion for, and talent in, developing other leaders. Each module is structured to provide several practical tools and or theories with each new skill introduced. Participants find those that are most useful to them, and by working in their cohort, they practice these tools through role plays, group activities and exercises with others.



#### Work-based practice

After each session, participants are required to practice their learnings within the work environment. They are set activities including coaching, team building exercises or communication presentations.

#### Online learning

Between each session participants are required to spend approximately 30 minutes on our learning portal, reading and engaging with articles or video presentations. The online sessions form an introduction and deeper dive to reinforce their face-to-face learnings.



### Workplace application

#### Line manager involvement

The line manager of each participant is sent coaching questions and guidance after each module on how best to support the participant to embed their new skills in the workplace. This helps to encourage a coaching relationship between manager and direct report as well as ensuring a support network for the participant post course.



## After learning

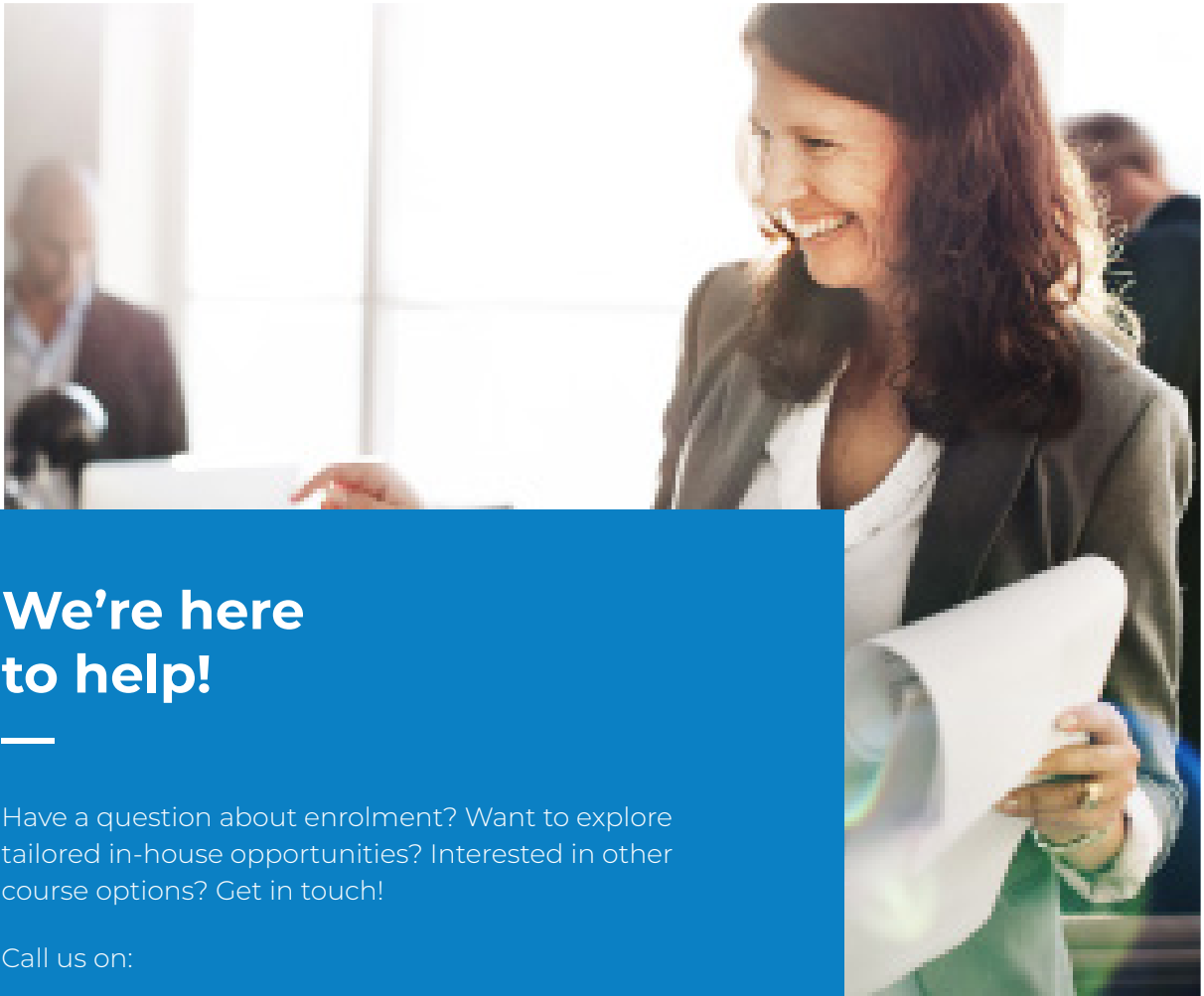
### 1. IML ANZ Membership

Through the course, participants receive a 12-month membership with IML ANZ. This provides them with access to free webinars, networking events, leadership publications, and discounted events and workshops.

### 2. Mentoring Program

At the completion of the course, participants have the opportunity to utilise our complimentary mentoring program, powered by Mentorloop. We match mentors and mentees using an advanced algorithm to suit individuals based on their goals and outcomes.

Our mentoring program is always on and mentors and mentees can begin at any time with a quick and effective matching process. An introductory webinar about the benefits of mentoring and monthly mentoring articles are also available.



## We're here to help!

Have a question about enrolment? Want to explore tailored in-house opportunities? Interested in other course options? Get in touch!

Call us on:

AUS: **1300 661 061**

NZ: **0508 465 269**

Or email us at [corporate@managersandleaders.com.au](mailto:corporate@managersandleaders.com.au)

## Enrol online

Interested in registering yourself or your staff members on one of our upcoming public cohorts? Enrol online directly using the links below.

**Management Essentials:**

[Click here to register](#) or visit [managersandleaders.com.au](https://managersandleaders.com.au)

All of IML ANZ's Intentional Leadership™ courses can be delivered at your place of business and customised to best suit your organisations, department or team goals.

*The course was one of the most interesting sessions I've attended in a long time with a professional and informative environment. With a fantastic and warm teacher with a true passion for their job, it was extremely effective with getting the points across in a fun and engaging way.*

**Samuel Simone**  
AlSCO Uniforms

*Running the training internally has allowed us to build a more cohesive team across all three businesses. IML ANZ has been professional with its approach, very engaged along the way to make sure that they were delivering what we needed. They were also interested in who was attending, their roles and management experience, and tailored the training accordingly.*

**Carolyn Barrett MIML**  
General Manager, People & Safety, Rawson Group