



# Foundations of Intentional Leadership

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Equipping professionals to manage  
and lead with confidence

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



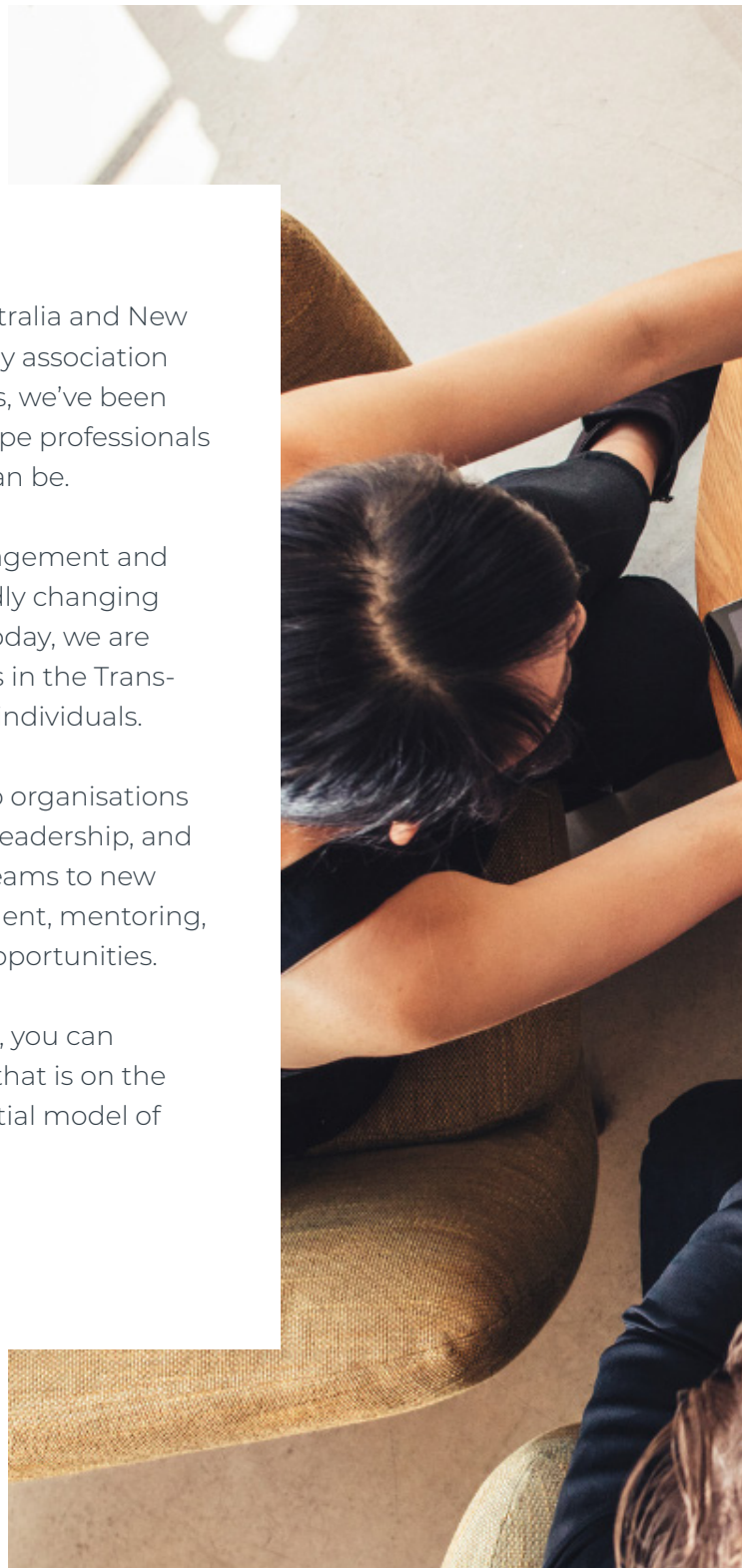
## Your partner in leadership development

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.

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

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

Our courses also support participants beyond completion. All IML ANZ courses include a 12 month individual Membership as well as unlimited access to our 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 your staff's leadership development with our life-changing courses.

### Our experiential learning



Measure



Develop



Apply



Reflect & reassess

## Why IML ANZ Intentional Leadership™ Courses?



### Ensured engagement

Designed to be highly interactive with activities to facilitate participants' understanding of new concepts and practical techniques.



### Personalised development

Courses include a blend of diagnostic assessments, one-on-one coaching, and workplace projects so participants engage in learning that is focused on their unique professional needs.



### Peer to peer learning

Participants learn and network with real-world managers and leaders with comparable real-world experiences and familiar challenges, for a rich practical development experience.



### Measured success

Three diagnostic tools are used to determine competency gaps and potential behavioural preferences before participants begin. Afterwards, we measure their progress.



### Lifelong learning

We continue to support participants' ongoing development for long-term impact. They are matched with a mentor, receive access to our online learning platform and receive an IML ANZ individual Membership for 12 months.



### Constantly evolving

Courses are constantly adapting to changes in the profession and participant feedback. We listen, re-design and evolve our offering so that participants always receive the highest quality development in the market.

## Foundations of Intentional Leadership

IML ANZ's Foundations course supports the transition from technical specialist to impactful management professional and intentional leadership. Whether a newly promoted manager, mid-career leader or aspiring to a leadership role, the Foundations course is designed to develop techniques to lead a productive, motivated and engaged team.

Foundations is a blended course combining face-to-face learning, online study, leadership coaching and unlimited mentoring support post-course. The learning experience is embedded using practical workplace projects to ensure real-world application and lasting impact.

### Who should attend?

Whether a newly promoted manager, mid-career leader or aspiring to a leadership role, the Foundations course is designed to develop techniques to lead a productive, motivated and engaged team.



## Learning outcomes

This course provides participants with the foundational skills and mindset to become a successful manager and leader. On completion of the course, participants will:

- Better understand their role as a manager and leader
- Have the ability to refine their analytical, decision making, communication and problem solving skills
- Obtain improved self-awareness and understand how this impacts their leadership style
- Develop skills and techniques to lead productive, motivated and engaged teams
- Have access to business tools to inform strategic analysis and decision making
- Recognise how their role fits into the bigger picture of the team and organisation
- Better understand the importance of mental health, safety and resilience in the workplace

## Course structure

The Foundations course runs over a 3-month period to support real world application through practicing and embedding learning in the workplace.

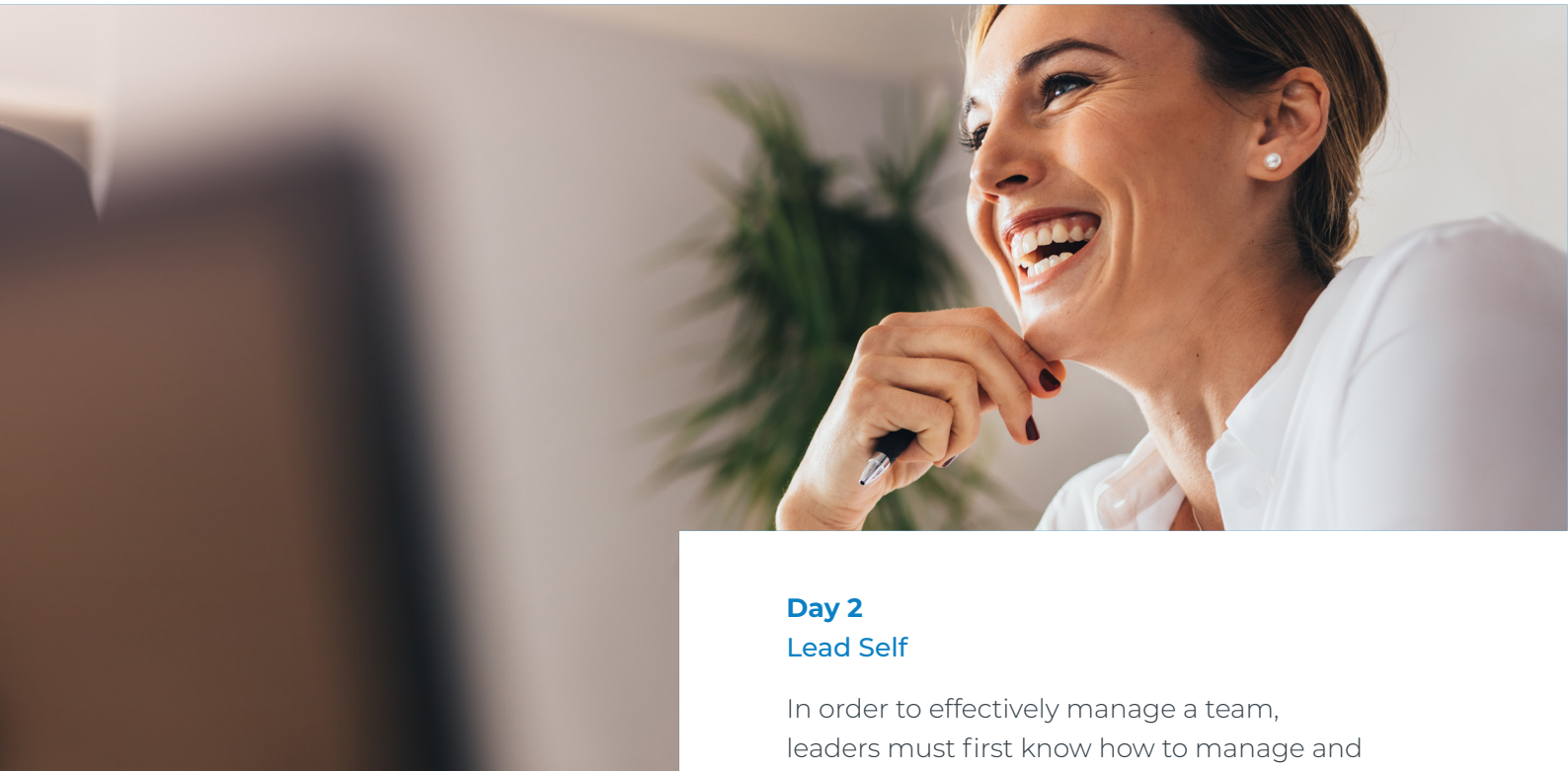
The course includes:

- Six face-to-face or virtual facilitated development days (once every two weeks)
- Two one-on-one coaching sessions
- Three diagnostic reports (DISC IML 360 Feedback Survey (Manage Self); and IML Five Factors Emotional Intelligence Feedback Report)
- 3-month individual workplace project
- Harvard Business Review Manager's Handbook
- Foundations Reflections Workbook
- Work-based learning opportunities
- Access to IML ANZ's online learning portal
- Mentoring support post-course
- A 12-month individual membership with IML ANZ
- An e-learning module designed to build the skills leaders need to care for their mental health and support others

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 face-to-face session with information about:
  - The learning focus of the session
  - Work-based activities for the participant to complete
  - Coaching questions for the manager to support the participant
- An outline of topics that resonated with the cohort





## Course modules

### Day 1 The Intentional Leader™

The first module introduces participants to the concept of becoming an intentional leader, rather than an “accidental manager”. We explore the transition into leadership, managing different priorities and, in some situations, moving from “mate-to-manager”. We explore the importance of trust and credibility while living our values in action. We look closely at the role of a leader and using emotional intelligence as part of our natural process. The IML 360 Feedback Survey, DiSC and Five Factors of Emotional Intelligence diagnostic tool reports will be debriefed during this module.

### Day 2 Lead Self

In order to effectively manage a team, leaders must first know how to manage and lead themselves. Building on Module 1, we take participants through a process of self-discovery and reflection, understanding how their individual leadership and behavioural preferences impact their leadership style and effectiveness. We will focus on key areas such as professional development, time management and decision making and problem solving. Importantly, this module also covers managing health, safety and wellbeing.

### Day 3 Communication

This module is focused on providing participants with the communication skills needed to effectively work with people at all levels of the organisation – their staff, manager and executive leadership team. We look at improving listening and questioning techniques and how we can communicate effectively with different communication and personality styles. We also explore the concept of psychological safety and creating engaging, positive work environments.

### Day 4 Lead Teams

Building on the key concepts in earlier modules, this module centers on using these key concepts to effectively manage teams. We focus on motivation and engagement and nurturing different personalities. We also explore situational leadership, coaching for success and building cohesive, engaged and high-performing teams. We will also explore frameworks to better understand and create team development cycles and how to delegate productively.

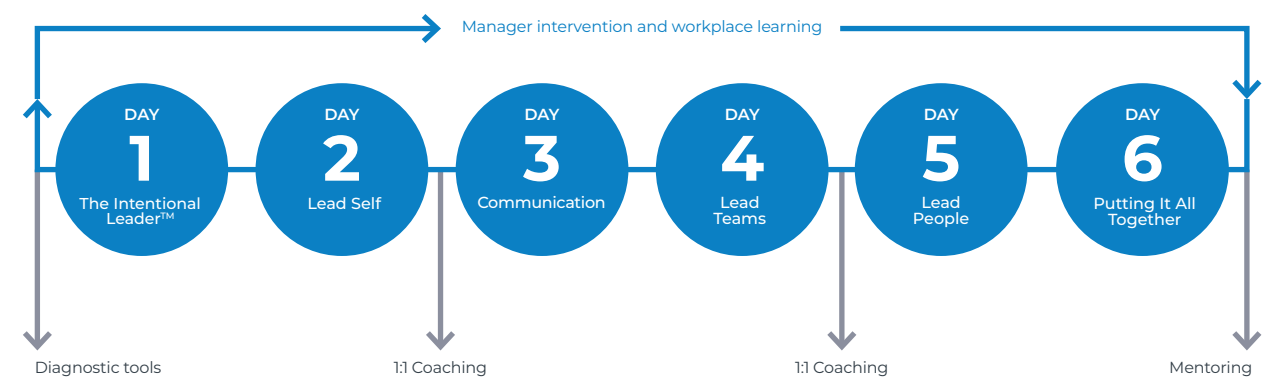
### Day 5 Lead People

The most difficult shift from specialist to leader is the management of people. This module provides practical skills and knowledge on how to manage an individual's performance and behaviour in the workplace. There is a focus on setting effective individual development plans and performance expectations along with providing the skills to identify and address conflict within the workplace.



### Day 6 Putting It All Together

The final module summarises and reviews the first five modules in order to put it all together. We focus on developing a growth mindset and creating a personal brand as we build out a practical development plan to help continue the learning journey. On this final day, we hone professional presentation skills as we share our plan with the cohort and reflect on the learning journey we've been on.





## Course deep dive

In preparation → During learning → Workplace application → After learning

### In preparation

#### 1. 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 face-to-face 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.

#### 2. Diagnostic tools

In preparation for the Foundations course, all participants are asked to complete three diagnostic tools focused on leadership and management, behavioural preferences and emotional intelligence. Each of the tools is designed to give actionable insights into the behaviours and leadership styles of the participant. This allow us to personalise each participant experience to ensure they are reflecting on their current behaviours.

The tools we introduce include:

##### IML 360 Feedback Survey

This 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 honest assessment.

##### 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.

##### IML Five Factors of Emotional Intelligence

This personalised feedback report will provide insight into the participant's emotional intelligence by comparing it to five key competency areas. The report allows participants to reflect on and adapt their leadership style to improve how they communicate and lead.

### During learning

#### 1. Face-to-face or virtual modules

The Foundations 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 a number of 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 other participants.

#### 2. Online learning

Between each face-to-face 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.

#### 3. Harvard Business Review (HBR): Leader's Handbook

At the first face-to-face session, participants are provided with a copy of the HBR Manager's Handbook. The book is referenced throughout the course, providing supporting material to guide participants through common leadership topics.

#### 4. 1:1 Coaching sessions

Participants receive two one-on-one coaching sessions to personalise their development plan to reach their individual goals. The first occurs after module two, and is focused on debriefing participants' diagnostic reports and gaining insights into their development aims over the life of the course. The second coaching session sets their development focus for the next three to six months.

### Workplace application

#### 1. Work-based practice

After each face-to-face day, participants are required to practice their learnings within the work environment. There are set activities including coaching, team building activities or communication presentations. At the end of the course they will develop a 3-month plan based on self, team and organisation to present back to their line manager.





## After learning

### 1. IML ANZ Membership

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

### 2. Mentoring program

At the completion of the course, participants can 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.



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

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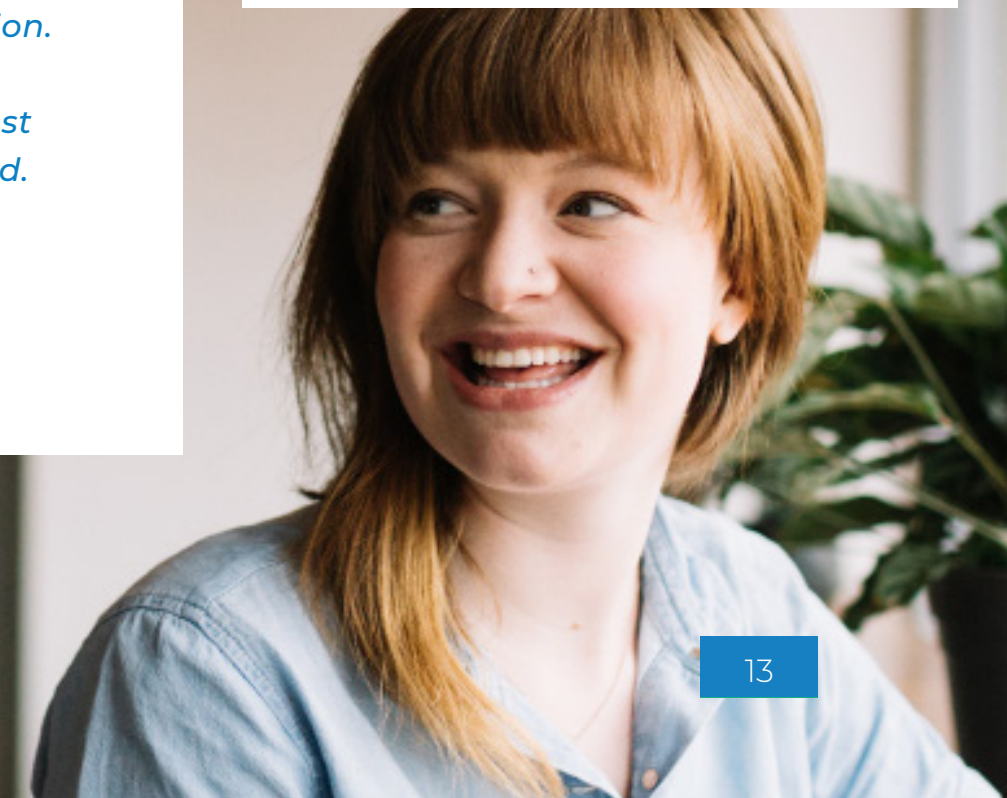
*The course really helped to change the way I think and behave. Because the session is spread across 3 months it allowed me to share learnings with my team immediately and then discuss outcomes with my peers in the next session. I would say because of this, it's probably the best course I've ever attended.*

Penny Millgate MIML  
Manager, UAC Connect

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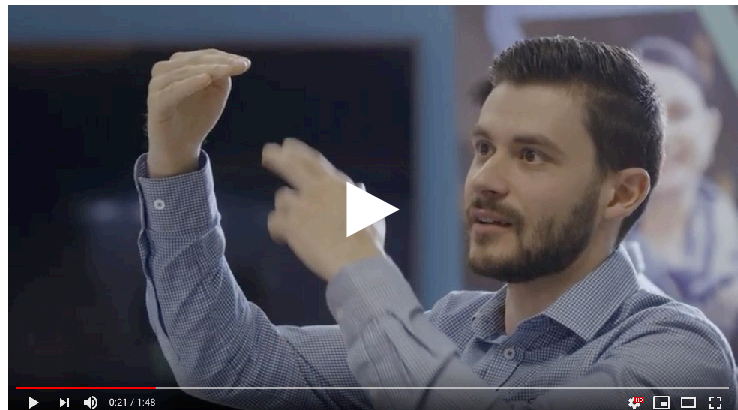
*Running the training internally has allowed us to build a more cohesive team across all three businesses. IML ANZ has been professional with its approach, very engaged along the way to make sure that they were delivering what we needed. They were also interested in who was attending, their roles and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

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



## Hear from our participants and facilitators

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[View full video at https://youtu.be/Ny9g8YURWaM](https://youtu.be/Ny9g8YURWaM)

## We're here to help!

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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

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

### [Foundations of Intentional Leadership](#)

Register or check out our other leadership courses [here](#).

Or

Visit [managersandleaders.com.au](http://managersandleaders.com.au)