



BespokeHR

FUTURE LEADERSHIP EMERGING PROGRAM

PROGRAM INFORMATION

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THE HUMAN FOOTPRINT. STEPS TO LEADERSHIP.

"If you want to grow your business, you must first grow your people."

This program is focused on sharing best practice management strategies and platforms to assist successfully lead day to day people requirements and teams. As well as building all your people key processes and platforms, this program focuses on establishing management fundamentals. . This program which will have up to 20 participants in a group and will be developed and facilitated by Paulette Kolarz (2008 SA Telstra Business Woman of the Year and Managing Director of BespokeHR). Paulette has developed and facilitated a significant number of leadership, management and talent programs and specialises in this area.





AIMS OF THE PROGRAM

- Provide management core fundamental skills to effectively lead teams and effective and efficient operations.
- Hone team project management skills.
- Provide networking opportunities across industries and sectors.

“Paulette has assisted in mapping out a scaling strategy which has in part involved growing our workforce by a) Employing the right people on salaried roles; and b) Expanding our freelancer network, which enables us to remain nimble.”

FAST FACTS

Who is a fit for the program?

Emerging leaders, executives or business owners.

Benefits of the program

- Get in front of people trends coming into workplaces and learn how to address them.
- Set up or review your key people processes within your business including recruitment, performance management, performance development and feedback.
- Discover how to set team focus areas/tasks, monitor progress, take action and measure impact.
- Learn effective delegation skills.
- Discover how to effectively and proactively manage and develop performance.
- Discover processes and habits of effectively communicating collaboratively across business areas.
- Provides useful strategies and tools to receive immediate benefit and impact in both personal and professional lives.
- Receive highly practical tools and proformas around leadership, effective time scheduling / planning and project management.

INVESTMENT

\$2,999+GST upfront (or 3 monthly payments of \$1,100+GST).

- Workbooks including practical, ready to use templates to take back to the workplace for yourself and your team.
- Includes access to our 90 Day Culture Accelerator Program.

OVERVIEW

- Attendees - up to 20 participants to form first group. Time
- Investment - pre-reading/work/self-assessments, 3 days attendance in person - PLUS some out of session time to work on projects and 1 x individual (on line) and 2 x Group Coaching sessions (online).
- Business related project to be developed through program that “adds value” to the business.
- Accountability and check-ins throughout program.
- Closed WhatsApp group to interact, share reflections and/or ask questions throughout program.

WHEN + INVOLVEMENT

LOCATION: To be confirmed. The program runs for 6 weeks.

- 1 x welcome 1 hour session held online to prepare for program, ask questions and receive pre-reading information.
- Attend 3 face to face 1 day sessions (held weekly) led by Paulette Kolarz.
- 1 x individual coaching session to review assessments, objectives of program and lock down 12 month goals. 1 x
- group coaching call in between sessions to provide any support around projects / topics and ensure accountability of tasks provided between session.
- 1 x further group coaching call at 6 months after completion to check in around benefit of the program, accountability against goals and/or provide any support or motivation in key result areas.
- Some out of program requirements (ie project check in, exercises, reflection and some reading).
- Access and reference to the 90 day program will also be included through the session.



“Paulette was fantastic, and got us thinking about how we can do things better, and foster a better company culture, especially after some very challenging staffing issues.”

What's involved in the Project?

Project Overview

- Projects will be individual but will be put into small support group of 3-5.
- A 5 minute project presentation providing an overview of the project will be recorded and submitted.
- Projects to be focused around at least one of the below business improvement areas:
 - Improving Culture
 - Improving Productivity
 - Improving Performance

Project Objectives:

- Outcome focused
- Build on project management skills
- Build and develop team communication skills
- Learn how to effectively present to key executives and stakeholders
- Include written business proposal

PROGRAM OUTLINE

This Program focuses on building the below 11 Future Leadership areas...



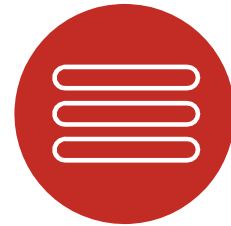
Top People Trends

Get on top of the top people trends impacting organisations and leaders.



Managing Different Generations

Gain a comprehensive understanding of different generation qualities, drivers, motivators and effective ways to manage teams across.



Establishing Standards & Baseline KPIs

What gets measured, gets managed. Understand key performance indicators as well as base people standards and policies that need to be in place for compliance.



Recruitment

Discover key recruitment tips to help build future workplace pipelines as well as fundamental recruitment processes to put in place to increase not only your ability to attract candidates but also determine if they are a right fit for the organisation, position and team.



Managing & Delegating Tasks & Priorities

Understand key concepts of task management and how to effectively delegate tasks and priorities (as well as how to ensure that you follow up).



Giving & Receiving Feedback

Learn how to build an open feedback culture and different ways to provide feedback as well as ask for it.



Managing Conflict

Discover effective strategies to both identify and manage conflict in the workplace.



Managing Poor Performance

Establish regular routines to manage performance regularly as well as how to manage poor performance and what are the consequences of not managing performance correctly.



Managing Development

Set up effective team development plans that team members own as well as cost effective development programs.



Reward & Recognition

Discover different ways to set up reward and recognition programs.



Managing Wellbeing

Understand the key drivers to wellbeing and how you can be a well-being advocate.



SESSION OVERVIEW

Pre-Program Activities:

- Complete pre-program self evaluation.
- Welcome call to set up planning, prethinking and go through program requirements.

Interim / Post Program Activity

- 1 on 1 goal setting session after Session 1 to build 12 month goals.
- Group Coaching calls after Session 2.
- Group Coaching call scheduled for 6 months after program.
- Access to 90 Day Online Culture Accelerator Program.

SESSION 1

- Top trends impacting the workplace
- Managing different generations
- Establishing standards
- Recruitment fundamentals Project & action planning

SESSION 2

- Managing & delegating tasks
- Giving & receiving feedback
- Managing conflict
- Managing poor performance
- Project & action planning

SESSION 3

- Developing your Team
- Reward & recognition
- Becoming a wellbeing champion
- Reflection & commitments
- Celebration