



# MANAGER **ESSENTIALS**

**A program developing  
great managers for a  
great State**

# Strengthen your personal impact, set your team up to succeed, and foster operational excellence.

The Manager Essentials Program is a four-month development program designed for frontline managers to develop the way you think and perform to effectively manage in the South Australian Public Sector. It will assist you to manage self, manage the team, and manage the business.

- ✓ Contemporary management approaches
- ✓ South Australian Public Sector context
- ✓ Networking opportunities with peers

## Ramp up your management impact

Understand the four key success factors of emotional intelligence and use this powerful framework to create a personalised action plan.

Discover personal strengths and blind spots, and how they support and undermine management impact.

Learn how to get the job done by keeping the team focused and motivated whilst holding them accountable.

Understand why fostering camaraderie, collaboration and inclusion are key to cultural transformation.

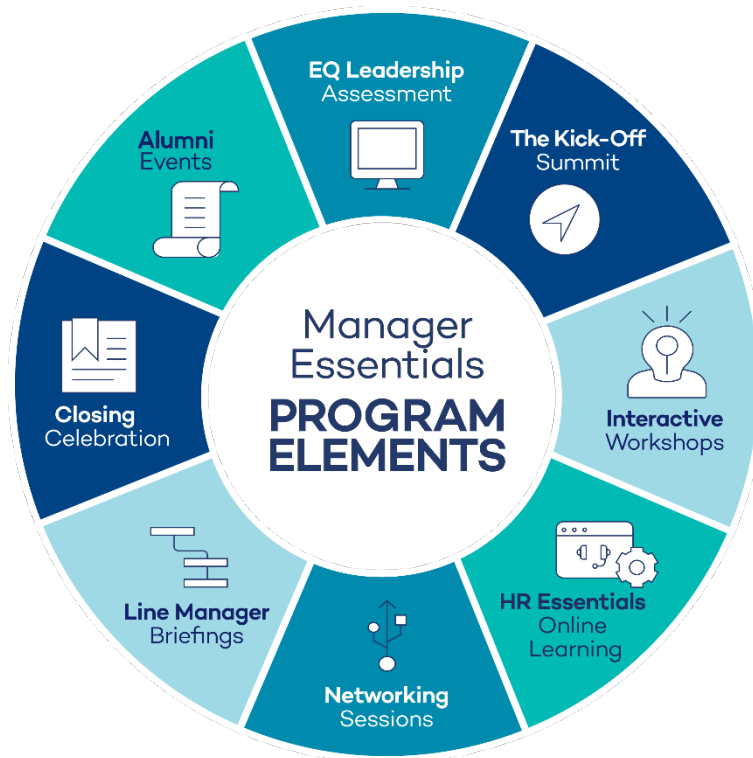
Select the right team members and cultivate their skills to drive high performance.

Discover ways to tackle challenging situations before they get out of hand.

Explore why planning and managing time effectively can shift the odds in your favour.

Gain robust strategies for leveraging your operational success during times of change.





## The Kick-Off Summit

A high-impact virtual seminar to open the program. Erma Ranieri, Commissioner for Public Sector Employment, will share her experiences on leadership. Keynotes: *Navigating Culture, Teams, Results and Yourself* by Richard Dore from Proteus, and *The Leadership Edge* by Angela Giacomis from Emotus.



## EQ Leadership Assessment

Receive your own individualised SEI Leadership Profile to build self-awareness and support your leadership development.



## Interactive Workshops

Open your mind to new perspectives and learn contemporary management approaches. Participate in interactive, fun and skills-focused sessions, and explore concepts with other managers from across the SA Public Sector. Be inspired by talented, reputable and sought-after facilitators.



## HR Essentials Online Learning

Review and learn the fundamentals of managing human resources in the SA Public Sector. Topics include: employment framework; employment conditions; managerial directions; recruitment and selection; work health safety; and, complaint management.



## Line Manager Briefings

Line managers will receive regular briefings covering your key learnings in the program and tips for connecting with you.



## Networking Sessions

Connect with colleagues across the SA public sector through regular networking groups. Share leadership challenges and explore how to embed key learnings into your everyday practice as leaders.



## Closing Celebration

Celebrate your success on finishing the program at our inspiring Closing Seminar. Connect with engaging keynote speakers from the public sector, and explore the latest in neuro-science and leadership with Kristen Hansen.



## Alumni Events

Post program - be inspired by a series of interactive events where you will be provided with contemporary theories, frameworks and practical tools on leadership. These events may have an additional cost.

## MODULE 1 - Manage the Impact You Choose - Face-To-Face



### Understand self and personal effectiveness

- > Debrief on the self-assessment tool
- > Discover your strengths and blind spots and how they support and undermine your management impact
- > Build emotionally intelligent behaviours
- > Explore techniques to foster trust, respect and credibility

## MODULE 2 - Form the Dream Team - Virtual Interactive Workshops

### Building Effective Teams

- > Manage a team and create a team vision
- > Explore team dynamics
- > Adopt the DAC model (Direction, Alignment and Commitment)

### Fostering Positive Team Culture, Collaboration, Inclusion

- > Develop a positive culture, encouraging collaboration, diversity and a sense of belonging
- > Unlock the power of values and connect with empathy

## MODULE 3 - Change the Game Plan - Virtual Interactive Workshops



### Giving Feedback & Navigating Courageous Conversations

- > Hold courageous conversations to improve engagement
- > Discover impactful feedback tactics
- > Monitor performance and follow through

### Unlocking Motivation

- > Diagnose performance issues
- > Manage conflict and respond constructively
- > Understand modern motivation thinking and practice

### Communication & Coaching to Unlock Potential

- > Unlock an individual's potential
- > Initiate performance and coaching conversations

## MODULE 4 - Get Your Ducks In A Row - Face-To-Face



### Decide. Plan. Act. Evaluate.

- > Understand business strategy and fundamentals of operational planning
- > Identify work goals, objectives and workloads
- > Effective decision-making and understand risk
- > Facilitate and manage change for continuous improvement
- > Manage time and achieve efficiency through people and processes
- > Delegate, prioritise and leverage diversity for results-driven service delivery
- > Understand the principles of financial management and reporting
- > Manage budgets and evaluate results



# Intake 4 Schedule



## Virtual Kick-Off Summit

Thursday 25 February 2021

9:30am – 12:30pm

## Module 1 – Manage the Impact You Choose

9:00am – 4:30 pm each day

Group 1	Group 2	Group 3	Group 4	Group 5
Wed 03 Mar 2021	Wed 10 Mar 2021	Tue 16 Mar 2021	Wed 17 Mar 2021	Fri 5 Mar 2021

## Module 2 – Form the Dream Team

10:00am – 11:30 am each day

**Option 1**

**Option 2**

Building Effective Teams	25 Mar 2021	<b>OR</b>	30 Mar 2021
Fostering Positive Team Culture, Collaboration, Inclusion	31 Mar 2021	<b>OR</b>	07 Apr 2021

## Module 3 – Change the Game Plan

10:00am – 11:30 am each day

**Option 1**

**Option 2**

Giving Feedback & Navigating Courageous Conversations	28 Apr 2021	<b>OR</b>	05 May 2021
Unlocking Motivation	04 May 2021	<b>OR</b>	12 May 2021
Communication & Coaching to Unlock Potential	11 May 2021	<b>OR</b>	19 May 2021

## Module 4 – Get Your Ducks in a Row

9:00am – 4:30 pm each day

Group 1	Group 2	Group 3	Group 4	Group 5
Thu 20 May 2021	Wed 26 May 2021	Thu 27 May 2021	Tue 01 Jun 2021	Mon 24 May 2021

## Closing Celebration

Thursday 10 June 2021

9:30am – 12:30pm

# Keynote Speakers & Facilitators



**Richard Dore**

Co-CEO  
Proteus Leadership

**Keynote Speaker:** Richard is recognised as one of the most effective leadership and workplace culture facilitators in Australia. People love his engaging facilitation style. He's fun, irreverent, a great storyteller and more importantly he cuts through the hype.



**Angela Giacomis**

Co-CEO  
Emotous

**Facilitator:** Angela is a sought-after leadership and emotional intelligence master trainer and coach operating at the nexus of business and neuroscience, by transforming unlocking the power of brave leadership.



**John Dare**

Co-CEO  
Emotous

**Facilitator:** John brings over 25 years of experience transforming and building businesses and cultures to thrive through accelerating change including deep expertise in emotional intelligence, neuroscience and people analytics.

## Investment

**\$1,950 + GST per person**

Includes:

- > Comprehensive learner guides and program aids
- > Emotional Intelligence self-assessment tool
- > Pre and post learning activities
- > Certificate of completion
- > Catering during face-to-face modules

## Testimonials

- > Honest, informative, enlightening!
- > Very authentic, interesting and engaging
- > Motivating, energising and worthwhile
- > Well thought out presentations and facilitation – thought provoking and great interaction
- > Fantastic. Worth attending and interesting.



**Steven Nayda**

Executive Director  
ZED Management Consulting

**Facilitator:** Steven has a unique ability to engage clients from all backgrounds and levels. He has extensive background in working in the South Australian Public Sector. He is very insightful, and he can draw on the collective wisdom of a group of leaders. He seeks a shared vision and pathway to success with his facilitation.



**Kristen Hansen**

CEO  
EnHansen Performance

**Keynote Speaker:** Kristen is a pioneer in the field of neuroleadership through executive coaching, training, keynote presentations and blended and digital learning. Kristen focusses on “transforming managers into agile leaders of change and performance”.

## About the South Australian Leadership Academy

Great results for our State can only come from wise, agile leaders who work together with purpose.

That's why our public sector is intentionally and systemically investing in leadership development for public sector employees.

The South Australian Leadership Academy develops, connects and inspires public sector leaders to help South Australian citizens and businesses thrive. It is the centre of excellence for leadership in the South Australian Public Sector. It makes sure there is a pipeline of strong, wise leaders with the ability to lead a high-performing public sector that achieves results and delivers on the Government's priorities.

The South Australian Leadership Academy is an initiative of the Senior Management Council, delivered through the Office of the Commissioner for Public Sector Employment.

For further information, please contact:

**Tammy Joachin, Project Director**

South Australian Leadership Academy

E [OCPSELeadershipAcademy@sa.gov.au](mailto:OCPSELeadershipAcademy@sa.gov.au) |

T (08) 8204 2274



Government  
of South Australia