

EMERGING LEADERS PROGRAM

Practical leadership training for new and developing leaders.



Stepping into a leadership role can be exciting, but it often comes with challenges that many people haven't been prepared for.

New leaders are expected to manage performance, navigate difficult conversations, provide feedback, support wellbeing and build strong teams, often with little formal training in how to do so.

The Emerging Leaders Training Program is designed to help participants develop the confidence, skills and practical tools needed to navigate the people side of leadership. Through interactive discussions, workplace scenarios and practical activities, participants will gain knowledge they can apply immediately in their roles.

WHY ATTEND?

Organisations that invest in leadership capability early are better positioned to:



Build stronger, more engaged teams



Improve communication and accountability



Create consistency across leaders



Strengthen workplace culture



Develop future leadership capability from within



Address issues before they escalate

AT A GLANCE

DURATION:

2 Days

DELIVERY:

Face to Face

LOCATION:

King Street, Newcastle

FORMAT:

Interactive workshop

LEARNING STYLE:

Practical activities, discussions, case studies and workplace scenarios

INCLUDES:

- Workbook
- training materials morning and afternoon tea
- lunch
- participation certificate.



WHO SHOULD ATTEND?

This program is ideal for:



Newly appointed leaders, supervisors and managers



Team leaders looking to strengthen their leadership skills



Employees preparing to move into leadership positions



Organisations wanting to build leadership capability across their teams

No previous leadership training or experience is required.

TRAINING APPROACH

This isn't a lecture style leadership course:

The program encourages participants to practise their skills, consider different approaches and connect the learning directly back to situations they are likely to encounter in their own workplace.

Group discussions.

Practical leadership exercises.

Real workplace scenarios.

Reflection activities.

Role play and conversation practice.

Peer learning opportunities.

WHAT'S INCLUDED?

Your registration includes:

- ✓ Two day face to face training program
- ✓ Pre-program participant survey
- ✓ Interactive participant workbook
- ✓ Practical tools and resources
- ✓ Copy of presentation slides
- ✓ Morning tea and Afternoon tea each day
- ✓ Lunch each day
- ✓ Participation Certificate
- ✓ Networking and peer learning opportunities with fellow participants





WHAT PARTICIPANTS WILL LEARN

DAY 1

FOUNDATIONS OF EFFECTIVE LEADERSHIP

Day One focuses on the core skills required to lead people effectively, build strong relationships and create positive team outcomes.

LEADERSHIP FUNDAMENTALS

Explore the role of leadership in today's workplace and the impact leaders have on team performance, culture and engagement. Participants will learn:

- ☐ The role and responsibilities of a leader
- ☐ The transition from individual contributor to people leader
- ☐ The impact of leadership on team culture and performance
- ☐ Balancing empathy with accountability
- ☐ The importance of leading people, not just managing tasks

COACHING AND COMMUNICATION

Develop the communication skills needed to build trust, encourage accountability and support employee performance. Participants will learn:

- ☐ The importance of communication in leadership
- ☐ The role of coaching in effective leadership
- ☐ How to set clear expectations
- ☐ Practical techniques for coaching team members
- ☐ Asking questions and listening to understand
- ☐ Providing positive and proactive feedback
- ☐ Adapting communication to support individual and team needs

COURAGEOUS CONVERSATIONS

Build confidence in having conversations that many leaders find challenging but are essential for team success. Participants will learn:

- ☐ Different types of workplace feedback
- ☐ The benefits of regular feedback conversations
- ☐ Common barriers to giving and receiving feedback
- ☐ Practical frameworks for courageous conversations
- ☐ Addressing concerns early
- ☐ Documentation best practice





WHS AND EMPLOYEE WELLBEING

Understand the leadership responsibilities associated with workplace health, safety and employee wellbeing. Participants will learn:

- ☐ Leader responsibilities under WHS legislation
- ☐ Risk management fundamentals
- ☐ Managing psychosocial hazards
- ☐ Supporting employee wellbeing
- ☐ Positive duty obligations
- ☐ Workers compensation and return to work fundamentals

HR ESSENTIALS FOR LEADERS

Gain a practical understanding of key people management responsibilities that leaders encounter throughout the employee lifecycle. Participants will learn:

- ☐ Recruitment fundamentals for leaders
- ☐ Successful onboarding practices
- ☐ Leave management strategies
- ☐ Flexible work obligations
- ☐ Understanding employee entitlements



DAY 2

MANAGING PEOPLE IN PRACTICE

Day Two builds on the foundations established in Day One and focuses on practical approaches to managing common workplace situations.

MANAGING PERFORMANCE

Learn how to identify, address and manage performance concerns confidently and effectively. Participants will learn:

- ☐ Managing probation effectively
- ☐ Understanding probation and the minimum employment period
- ☐ Providing regular feedback and conducting performance reviews
- ☐ Recognising and addressing performance concerns early
- ☐ Informal coaching and performance conversations
- ☐ Knowing when to move to formal performance management
- ☐ Performance Improvement Plans
- ☐ Documentation and when to seek HR support





MANAGING CONDUCT

Develop confidence in responding to conduct concerns while maintaining fairness and minimising organisational risk. Participants will learn:

- ☐ The difference between performance and conduct issues
- ☐ Identifying misconduct and serious misconduct
- ☐ Conduct and disciplinary processes
- ☐ Investigation and case management fundamentals
- ☐ Warning processes and proportionate disciplinary action
- ☐ Show cause and termination considerations
- ☐ Documentation and when to seek HR support

WORKPLACE CONFLICT RESOLUTION

Develop practical strategies for addressing conflict and fostering productive workplace relationships. Participants will learn:

- ☐ Understanding workplace conflict
- ☐ Productive versus destructive conflict
- ☐ Common causes of conflict
- ☐ Different conflict management styles and choosing an appropriate response
- ☐ Addressing conflict early and constructively
- ☐ Supporting positive and respectful working relationships

LEADING THROUGH CHANGE

Build confidence supporting teams through periods of change and uncertainty. Participants will learn:

- ☐ The role of a leader during workplace change
- ☐ Understanding how people may respond emotionally to change
- ☐ The ADKAR change framework
- ☐ Identifying and managing resistance to change
- ☐ Effective communication during change
- ☐ Consultation and implementation considerations
- ☐ Reinforcing new expectations and ways of working





OUTCOMES

By the end of the program, participants will:

- ✓ Understand the foundations of effective leadership
- ✓ Understand their role and responsibilities as a people leader
- ✓ Communicate expectations clearly and confidently
- ✓ Coach employees and provide meaningful feedback
- ✓ Address difficult issues and have courageous conversations
- ✓ Recognise and respond to performance concerns early
- ✓ Distinguish between performance, conduct and other workplace issues
- ✓ Approach formal people-management processes fairly and consistently
- ✓ Manage workplace conflict more constructively
- ✓ Balance empathy and employee support with clear accountability
- ✓ Support employees through workplace change and uncertainty
- ✓ Recognise when an issue should be escalated or HR advice sought
- ✓ Apply practical leadership tools and frameworks in their day-to-day role

ABOUT SKILDARE

Skildare is an outsourced HR and workplace relations consultancy that helps organisations build confident leaders and stronger workplaces. Every day, we partner with businesses to navigate performance management, employee relations, workplace conflict, investigations, organisational change and other people challenges.

Through this work, we see firsthand the impact that effective leadership can have on team performance, workplace culture and business success. The Emerging Leaders Training Program has been developed from this real-world experience, equipping participants with practical skills, confidence and tools they can apply immediately in their leadership roles.

READY TO DEVELOP YOUR LEADERS?

View upcoming program dates on our website, call our team, or book a discovery call to learn more.



(02) 4940 8743



enquire@skildare.com.au



www.skildare.com.au



Level 2, 169-173 King St,
Newcastle NSW 2300



Scan or click to
book a Discovery
Call

