



**LEADERSHIP**

**DEVELOPMENT**

TRAINING COURSE PRESENTED BY: MICHELLE WHITE



# INTRODUCTION

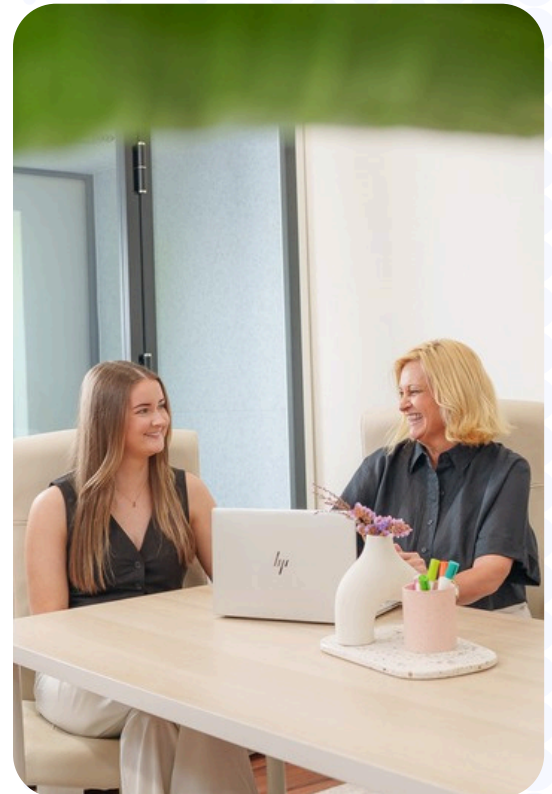
**Transform your leadership** approach by learning from industry trailblazers and proven best practices in our comprehensive development program.

This intensive course focuses on the essential leadership pillars that drive organisational success, including:

- strategic thinking and planning
- effective reporting and communication
- operational efficiency
- critical human skills development
- running productive meetings
- setting clear expectations
- and fostering self-managed teams

Through real-world case studies of exceptional leaders and practical application, participants will develop the confidence and competence to lead with impact.

Our program equips leaders with the tools and mindset needed to inspire high-performing teams, streamline operations, and create a culture of accountability and independence that drives sustainable results across your organisation.



# WHO SUITS THIS PROGRAM?

Each module is designed with different leadership experience in mind. To make it simple, a colour bar appears above each module to show who it is most relevant for.

## All Leaders

Content that is valuable across all leadership levels

## Emerging

Those stepping into leadership for the first time or early in their journey

## Experienced

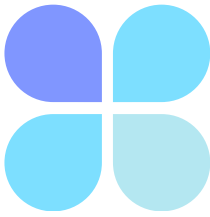
Those who lead teams but have not had much formal leadership training

## Senior Experienced

Leaders with significant experience who are looking to refine, challenge and extend their leadership impact



# PACKAGE OPTIONS



→ Full Program

**Online, 3 hours same day / week**

Join all 15 sessions for a complete leadership development journey. Weekly, online, 3-hour duration.



→ Single Modules

**Online, 3 hours same day / week**

Pick one module of interest to focus on a specific topic.



→ Bundles

**Online, 3 hours same day / week**

Choose the modules most relevant to you. Suggested bundles (see next page for breakdown)

- Modules 1 - 4
- Modules 5 - 8
- Modules 9 – 12



→ Custom

**Workshops or 1:1**

- Online or in person
- Time sensitive
- Schedule to suit you
- Practical
- Industry relevant
- Highly interactive

# MODULES

- **Module 1: The start of your Leadership Journey**
- **Module 2: The Leadership & Management Debate:** Leadership characteristics and trailblazers
- **Module 3: Critical Human Skills & Behaviours** (three individual sessions)
  - Part 1: Communication, Listening, EQ and Trust Building
  - Part 2: Difficult conversations, Kind vs Nice, Problem-solving and Feedback
  - Part 3: Influencing – leaders, peers, colleagues and teams
- **Module 4: From Peer to Leader**
  - Part 1: Managing your relationships with your leaders
  - Part 2: Managing the relationships with your team/s
- **Module 5: Leadership Pillars:** Expanding your leadership capability beyond the operational comfort zone
- **Module 6: The People Leadership Lifecycle:** From Attraction to Retention
- **Module 7: Developing Coaching, Training and Mentoring skills**
- **Module 8: Mastering 1:1 Leadership**
- **Module 9: Expectations:** Setting, communicating, and gaining agreement
- **Module 10: Anticipating and Responding to Market Changes**
- **Module 11: Balancing your Priorities and Being Available for your Team**
- **Module 12: Translating Organisational Strategy into an Aligned Team Strategy**

# PRICING & OFFERS

	Standard Price	Ad hoc client	L1 Client	L2 Client	L3 Client	L4 Client
<b>Discount</b>	N/A	2.50%	5%	10%	15%	20%
<b>Single Module</b>	\$800	\$780	\$760	\$720	\$680	\$640
<b>Bundle A:</b> Modules 1-4 (x7 sessions)	<del>\$5,600</del> \$4,900 <i>\$100 off / module</i>	\$4,777.50	\$4,655	\$4,410	\$4,165	\$3,920
<b>Bundle B:</b> Modules 5-8 (x4 sessions)	<del>\$3,200</del> \$2,800 <i>\$100 off per module</i>	\$2,730	\$2,660	\$2,520	\$2,380	\$2,240
<b>Bundle C:</b> Modules 9-12 (x4 sessions)	<del>\$3,200</del> \$2,800 <i>\$100 off per module</i>	\$2,730	\$2,660	\$2,520	\$2,380	\$2,240
<b>All Modules</b> (x 15 sessions)	<del>\$12,000</del> <del>\$10,500</del> \$9,750 <i>\$150 off per module</i>	\$9,506.25	\$9,262.50	\$8,775	\$8,287.50	\$7,800

# TERMS & CONDITIONS

- All prices are excluding GST.
- Please enquire for a custom Leadership Development proposal.
- Modules with three parts are considered three modules for pricing purposes.
- Modules with two parts are considered two modules for pricing purposes.
- When purchasing modules, you are purchasing a seat in that module. You can allocate the seat to the same person or different people across the team.
- Employii does not guarantee that we can refund late cancellations or no-shows. However, where there is a wait list to fill your seat, we will do our best to accommodate a rescheduled session for you permitting. This is at Employii's discretion and is considered only in exceptional circumstances. Clients should send a different team member to the session in the event the intended team member cannot attend.
- Early bird terms and conditions:
  - Learning service agreement must be signed and payment made in full prior to 19 February 2026 for the offer to be valid.
  - Modules have a capacity of 12 participants per session.
  - The offer is only while seats last and may be 'sold out' prior.
  - Modules run from 19 February until June and commence again mid-July to October. Dates and session times may change at Employii's discretion. Advance notice will be provided where possible.
    - You can purchase seats at either series as part of the early bird offer.
  - Unexpected circumstances may require Employii to reschedule a session. Advance notice will be provided where possible.
  - Custom modules can be scheduled according to your preference. Early bird deal applies to custom arrangements, including in person.
  - Clients who wish to have 10-12 participants for a minimum of a 'Bundle' can opt into a custom proposal for that bundle(s), whereby we run through the same content – however, only to your team and on a day/time scheduled by you (subject to Employii's availability).

*DISCLAIMER: This program is designed for educational and professional development purposes only. The content, frameworks, and strategies presented are based on established principles and industry best practices. Professional development is a personal journey requiring ongoing commitment, practice, and application. While we provide evidence-based frameworks and proven tools, their effectiveness depends on individual circumstances, commitment to implementation, and organisational context. Participants are responsible for:*

- *Exercising professional judgement when applying concepts in their workplace*
- *Adapting frameworks to suit their specific challenges and environment*
- *Seeking additional support, training, and/or professional advice where needed*
- *Continuing their development beyond this program*
- *Maintaining appropriate confidentiality regarding sensitive information shared during sessions*

*Professional transformation requires time, sustained effort, and consistent practice. This program provides foundational tools and frameworks, but developing strong capabilities is an ongoing process that extends well beyond the duration of this course. Individual results will vary based on personal commitment, organisational support, application consistency, and external factors beyond our control. Every effort has been made to ensure the information contained in this training is accurate, current, and useful. However, Employii accepts no legal responsibility for any errors, omissions, or misleading statements. The accuracy and completeness of information provided, and opinions stated, are not guaranteed and do not constitute warranties toward the production of any particular result. The advice and strategies contained in this program may not be suitable for every individual, organisation, or situation. Participants should seek appropriate professional guidance for specific workplace issues, legal matters, or personal challenges affecting work performance. For further information, please refer to Employii's Terms and Conditions.*



# THE START OF YOUR LEADERSHIP JOURNEY

**Duration: 3 hours**

This first foundational module is about honest self-reflection and solidifying your leadership direction. You will have the opportunity, before the session, to engage in self-reflection, focusing on yourself as a leader - your motivation, commitment, goals, concerns, and perceived challenges. This groundwork will help you get the most out of our time together.

**Pre-session document:** Self-leadership reflection

*It could be valuable to share the reflection process with your mentor and then compare notes.*

- Sharing your leadership approach and defining the leader you want to be.
- Understanding the crucial transition from a high-performing individual contributor to an effective leader.
- Examining the importance of personal growth as a foundation for effective leadership.
- Reflecting on leaders who've shaped your experience – both the inspiring ones and those who have shown you what not to do.
- Identifying what goes wrong in leadership: team dynamics, generational differences, and everyday challenges that can derail good intentions



## THE LEADERSHIP VS MANAGEMENT DEBATE

# LEADERSHIP CHARACTERISTICS & TRAILBLAZERS

### Duration: 3 Hours

Examine the distinctions between leadership and management, identify the characteristics that define exceptional leaders, and learn from leadership trailblazers whose insights can accelerate your development journey.

Today's most successful leaders draw inspiration from diverse voices who have revolutionised how we think about influence, motivation, and human performance. From submarine captains who transformed military hierarchy to psychologists who've unlocked the secrets of resilience, these eleven thought leaders represent the cutting edge of leadership thinking. Their research-backed insights spanning authenticity, purpose, vulnerability, grit, and psychological safety offer practical frameworks that can transform how you lead teams, navigate change, and create cultures where people thrive.

Whether you are an emerging leader, facing rapid organisational transformation, building high-performance teams, developing your company's next generation of leaders, understanding these diverse approaches will expand your leadership toolkit and help you adapt your style to meet any challenge with confidence and clarity.

This module bridges theoretical learnings into practical takeaways essential for modern leadership challenges.

**Pre-session document:** Learnings from past leaders

Examining differences, overlaps, and interdependence between leadership and management and helping you understand when to lead and when to manage.

Discovering the key characteristics that set exceptional leaders apart from the pack, giving you some inspiration and a blueprint for your own development.

Reputable insights to fast-track your growth and help you build a robust toolkit for the challenges ahead.

*The work of these leaders follows throughout the program to introduce and support the practical application of concepts, theories and frameworks.*

# MODULE LIBRARY

## MODULE 3 (A, B, C)

# CRITICAL HUMAN SKILLS & BEHAVIOUR

### Duration: 3 hours each

Human skills are the cornerstone of transformational leadership enabling leaders to connect authentically with people, inspire trust, and create meaningful change through relationships rather than authority alone.

As the module emphasises, these skills separate good managers from truly effective leaders - technical expertise and strategic thinking are important, but without the ability to communicate clearly, build trust, navigate difficult conversations, and develop others through feedback, leaders cannot unlock their team's full potential.

Human skills allow leaders to create psychological safety, foster collaboration, and guide people through change with empathy and understanding, ultimately driving better results through engaged, motivated teams who feel valued and heard.

Each module offers:

- A deep dive into practical frameworks
- A hands-on toolbox
- Application of theories

## MODULE 3A

### Listening

We explore active listening as a fundamental communication skill involving six key steps: Hearing, Understanding, Remembering, Interpreting, Evaluating and Responding. When leaders master this complete listening cycle, they build stronger relationships, make better decisions, and create environments where people feel genuinely heard and valued.

### Emotional Intelligence (EQ)

We cover five domains: self-perception, self-expression, interpersonal relationships, Decision making, and stress management - essential for understanding and managing emotions effectively.

### Trust Building

Trusted leaders encourage risk-taking and innovation and team members feel secure sharing ideas and acknowledging errors. Trust improves communication quality through honest feedback and early problem identification. It increases employee engagement and retention while accelerating decision-making. Teams readily support initiatives from leaders they respect. In addition, trust strengthens organisations during times of difficulty, enabling teams to navigate challenges more effectively.

### Communication

Great communication is about talking clearly whilst creating connection, understanding and action. Brene Brown reminds us "Clear is Kind". We look at the foundation of leadership using the CLARITY Framework to develop connection, understanding, and action through clear, respectful dialogue and consider practical communication examples.

# MODULE LIBRARY

## MODULE 3 (A, B, C)

# CRITICAL HUMAN SKILLS & BEHAVIOUR

## MODULE 3B

### Handling Difficult Conversations

Reframed as "curious conversations": a structured approach to navigate challenging discussions with empathy, seeking understanding, and finding solutions whilst strengthening relationships.

### Problem-Solving

Systematic approaches including Root Cause Analysis, Fishbone diagrams, and the 1-3-1 Method to identify real issues versus symptoms and develop effective solutions.

### Kind vs Nice Leadership

Understanding the difference between being kind (honest, accountable feedback with empathy) versus being nice (avoiding confrontation to keep peace), and why kind leadership is more effective.

### Feedback

Both giving and receiving feedback effectively using structured frameworks for appreciation, corrective feedback, and receiving feedback to foster growth and build a culture of feedback



## MODULE 3C

### Influence

Influencing people throughout an organisation, whether they are your team members, your senior leader, or colleagues, is a crucial leadership skill at every level.

When leaders can effectively persuade and influence others, they're able to set clear direction, get everyone on the same page, and build genuine commitment to their vision and ideas. Great leaders know how to use both their formal authority and informal influence, and they combine approaches such as logical reasoning, emotional appeal, and collaborative tactics, depending on the situation. They understand workplace politics, stay visible, build trust and credibility, tap into their networks, communicate clearly, and know how to motivate people to get things done.

# FROM PEER TO LEADER

Duration: 3 hours each

## MODULE 4A

### MANAGING THE RELATIONSHIP WITH YOUR LEADERS.

This module addresses the critical transition from peer to leader, with a particular focus on how to effectively support and align with your own leadership team. We'll explore navigating the shift in relationships with your leaders, achieving leadership alignment through clarity and understanding, developing the right internal mindset, and communicating effectively as you step into your new role.

- Navigating the critical transition from peer to leader effectively
- Developing clear role boundaries and accountability structures
- Responding constructively when disagreeing with leadership direction
- Communicating effectively up and down the organisational hierarchy
- Handling team resistance and backlash professionally

## MODULE 4B

### MANAGING THE RELATIONSHIP WITH YOUR TEAM.

This module tackles two critical leadership scenarios: transitioning from peer to leader whilst preserving and transforming existing relationships and inheriting a new team where you need to quickly gain buy-in, establish credibility, and identify early warning signs to watch for.

#### Friend/peer to leader

- Announcing your new role
- Aligning with your team and gaining buy-in going forward
- Re-drawing boundary lines with your current team
- Dealing with information shared with you in confidence
- Managing expectations around "special treatment" or favouritism
- Handling resistance or testing from former peers who may challenge your authority
- Involving your senior leadership for support

#### Inheriting a new team

- Go slow
- How to do a KYC analysis
- Reading the room – understanding history, dynamics, culture and politics
- Trust- Brene Brown: Braving
- Building confidence and respect
- Achieving quick wins in support of the bigger strategy

# LEADERSHIP PILLARS

## EXPANDING YOUR LEADERSHIP CAPABILITY BEYOND THE OPERATIONAL COMFORT ZONE

### Duration: 3 hours

This module addresses a common leadership challenge: the tendency to remain entrenched in the operational strengths that earned your promotion, while neglecting the broader strategic, people development, and reporting capabilities essential for senior leadership success.

We explore how to systematically and incrementally build these critical pillars, transforming from a strong individual contributor into a well-rounded leader capable of driving organisational success.



### The 4 Critical Leadership Pillars:



#### Strategy

Thinking beyond today, from tactical execution to strategic thinking, requires seeing the whole chessboard, not just the next move- making intentional decisions aligning long-term goals with present action. It is about blending analysis, creativity, foresight and then proactively adapting the organisational direction.



#### Operational

Executing with Excellence. While this may be your strength, leadership-level operational thinking goes beyond personal task management. It is about continuous improvement, designing systems, processes, and workflows, scalable solutions, and maintaining quality standards to remove bottlenecks and inefficiencies.



#### People

Developing Your Greatest Asset. Transitioning from managing tasks to developing people requires mastering the art of coaching, providing meaningful feedback, identifying individual strengths and development areas, and creating growth pathways.



#### Reporting

Communicating Up, Down, and Across. Effective reporting isn't just about presenting numbers- it's about storytelling, data-driven decision making and accountability.

# THE PEOPLE LEADERSHIP LIFECYCLE FROM ATTRACTION TO RETENTION

### Duration: 3 hours

This module examines the complete journey of people leadership, from initially bringing talent into your organisation through to retaining them after significant investment in their development. We'll explore the often-overlooked challenge of keeping your best people engaged and motivated long-term, covering the essential strategies that create sustainable, high-performing teams who want to stay and grow with you.

### The discussion in the session includes:

- Attracting & securing exceptional talent
- Identifying competence and areas of development
- Creating clarity of expectations
- Mastering the art of motivation
- Creating meaning and purpose
- Individual diagnostic and action plan



# MODULE LIBRARY

## MODULE 7

### DEVELOPING COACHING, TRAINING & MENTORING SKILLS

**Duration: 3 Hours**

This module explores the art of flexible leadership, recognising that different people require different types of support at different times. We'll examine how to assess individual needs and adapt your leadership approach accordingly, moving beyond one-size-fits-all management to create tailored support that maximises both performance and development for each team member.

- Defining the differences between the support modules and identifying the relevance for each individual
- Micromanagement: changing the language and expectation around this contentious word
- Situational leadership: true 1:1 leadership in action
- Creating accountability and ownership
- Balancing your investment, presence and knowledge building

# MODULE LIBRARY

## MODULE 8

### 1:1 LEADERSHIP

**Duration: 3 hours**

This module focuses on individualised leadership strategies, recognising that each team member operates at different capability and performance levels, requiring distinct approaches and tailored support. We'll explore how to assess where each person sits on the performance spectrum, identify potential issues early, and adapt your leadership style to provide the right level of involvement and support for optimal results.

- Inexperienced/ Limited experience: requiring structured guidance and skill development
- Average performer: benefitting from check-ins, stretching, course correcting and targeted support
- Underperformer: offering intensive coaching and performance improvement planning
- High achiever: collaborating to identify strategic challenges and growth opportunities, structuring meaningful recognition, creating development pathways and supporting the team

# MODULE LIBRARY

## MODULE 9

- Setting expectations and securing buy-in
- Communicating expectations for clarity and understanding
- Encouraging stretching and growing
- Balancing pressure with engagement
- Understanding the intensity, effort and results relationship

### EXPECTATIONS SETTING, COMMUNICATING & GAINING AGREEMENT

**Duration: 3 Hours**

This module addresses one of leadership's most fundamental yet often overlooked skills: setting, communicating, and gaining agreement on clear expectations. We'll explore how unclear expectations frequently become the root cause of delivery problems, team overwhelm, rework, and resistance to growth, whilst learning practical strategies to create alignment and accountability that drives consistent results.

# MODULE LIBRARY

## MODULE 10

### RESPONDING TO MARKET CHANGE

**Duration: 3 hours**

This module explores how leaders can drive business growth and adapt when market conditions shift.

We'll examine the essential process of conducting thorough diagnostics to understand your current position, then develop strategic alternatives that can expand your business through various channels and service offerings, ensuring sustainable growth in an ever-changing business landscape.

- Why foresight is a leadership superpower
- Why most leaders struggle with anticipation
- A practical framework for spotting market shifts early
- Specific metrics and signals to monitor
- Tools to diagnose your current client base
- Understanding and implementing wallet sharing
- A 30-day action plan

# BALANCING YOUR PRIORITIES AND BEING AVAILABLE FOR YOUR TEAM

### Duration: 3 Hours

This module provides practical frameworks and strategies to help you achieve sustainable leadership effectiveness, where both your personal priorities and your team's success are given the attention they deserve.

It is an intentional balance. Some weeks your team will need more, some weeks your strategic work will demand focus. The key is being deliberate about these choices and communicating them clearly.

Effective leadership requires mastering one of the most challenging balancing acts in the modern workplace: maintaining your own productivity and strategic focus whilst ensuring your team receives the guidance, support, and availability they need to thrive. Too often, leaders find themselves caught in a reactive cycle constantly responding to team needs at the expense of their own critical work, or conversely, becoming so focused on their own deliverables that their team feels unsupported and disconnected.



Freeing yourself from operational details to focus on the high-impact work through priority structuring and time allocation

Understanding the performance paradox- why working harder doesn't always yield better results

Availability with boundaries to support your team without sacrificing your own productivity

Mastering the art of effective delegation to develop your team's capabilities

Creating deliberate and considered team engagement

Clear escalation and decision-making protocols to reduce unnecessary interruptions

Designing purposeful meeting structures that drive accountability and progress rather than consuming valuable time

# TRANSLATING AN ORGANISATIONAL STRATEGY INTO AN ALIGNED TEAM STRATEGY

## Duration: 3 Hours

Ever feel like you know where the organisation is heading, but struggle to translate that into actionable plans for you and your team? This session cuts through the complexity of corporate strategies developed at executive levels and gives you practical tools to bridge the gap between organisational long-term strategy and day-to-day execution. Walk away with clarity and a simple roadmap.

- Learn how to connect your team's goals directly to the organisation's bigger picture, ensuring everyone understands not only what they are doing, but why it matters
- Develop a straightforward, relevant business plan using a simple framework that covers everything from market positioning to a 90-day benchmark, without the corporate jargon
- Identify exactly where to focus your leadership development efforts so you can drive real results and support your team strategy
- Be introduced to practical implementation tools that turn strategic thinking into concrete action your team can execute immediately



# MEET MICHELLE

Michelle brings over 25 years of diverse expertise across recruitment, corporate management, training and facilitation, career development, and entrepreneurship. Working as a consultant, mentor, coach, and trainer, she focuses on business direction, leadership, and team development.

Michelle provides leadership support and coaching from senior executives to emerging and developing leaders, working with individuals and teams to strengthen their leadership capabilities, navigate complex business challenges, and build effective management practices. Her coaching approach draws on her extensive operational experience and understanding the challenges of different organisational cultures.

Michelle designs and delivers customised workshops and sessions in business development and account management, customer experience, business strategy, values alignment, human skills including: problem solving, delegation, feedback, difficult conversations and influencing as well as talent attraction and retention. Her experience covers mining, manufacturing, building and construction, insurance, hospitality, retail, healthcare, and engineering sectors, providing her with broad industry knowledge.





# Learning

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