

LEADERSHIP FOR OFFICE PROFESSIONALS

PROGRAM OVERVIEW

The *Leadership for Office Professionals* program is a five-month program designed to equip non-teaching professional staff with the skills, strategies and leadership mindset to enable them to effectively contribute to and influence the school improvement agenda.

Face-to-face Leadership program with Leadership Project

\$2,330 + GST = \$2,563.00

Register via qeli.qld.edu.au/leadership-for-office-professionals

PROGRAM OBJECTIVES

The *Leadership for Office Professionals* program will broaden your understanding and enable you to:

- ▶ Understand the importance of self-awareness, emotional intelligence and resilience
- ▶ Develop strategies in leading, supporting and developing others
- ▶ Support a collaborative culture and build high performing teams
- ▶ Effectively lead change and improvement

PROGRAM FEATURES

- ▶ Five-month multi-modal program
- ▶ 360-degree GENOS Leadership Feedback Report survey and a 1 hour virtual debrief
- ▶ Combination of theory and practice
- ▶ Reading and reflecting on key 'think' pieces
- ▶ Discussions and activities with your facilitator and program participants in workshops
- ▶ Development of a Leadership Challenge Action Plan (LCAP)
- ▶ 1 hour telephone LCAP coaching session
- ▶ Presentation of LCAP success
- ▶ Collegiate networking
- ▶ Aligned with the Australian Institute for Teaching and School Leadership (AITSL) Australian Professional Standards

WHO SHOULD ATTEND?

- ▶ Non-teaching staff
- ▶ School administration staff
- ▶ Business managers
- ▶ Guidance Officers
- ▶ Regional/ Diocesan/ Central Office Staff

PROGRAM STRUCTURE

- PHASE 1** – Program Preparation
- PHASE 2** – Two-day Workshop
- PHASE 3** – Leadership Challenge Action Plan (LCAP)
- PHASE 4** – One-day Workshop
- PHASE 5** – Reflections on Learning
- PHASE 6** – Recognition of Program Completion



LEADERSHIP FOR OFFICE PROFESSIONALS



PROGRAM STRUCTURE

PHASE 1 | PROGRAM PREPARATION

- ▶ Pre-readings
- ▶ 360-degree feedback survey and 1 hour debrief with an expert QELi coach. The survey is a tool for gaining meaningful feedback from peers, leaders and support staff to help you to reflect and identify strategies for professional growth

PHASE 2 | TWO-DAY WORKSHOP

Explore leadership theories and models to support:

- **LEADING SELF: PURPOSE AND VALUES**
 - **LEADING OTHERS**
 - **LEADING CHANGE**
- ▶ Engage with feedback from your 360-degree survey and develop a personalised leadership goal
 - ▶ Leadership Challenge Action Project. You will identify a leadership project within your current role that will enable you to reflect on and grow your leadership capacity
 - ▶ Establish a collegial network buddy
 - ▶ Hear presentations from two school-based Business Services Managers

PHASE 3 | LCAP AND COACHING

- ▶ Implementation of your LCAP commences.
- ▶ 1 hour coaching session with an expert QELi coach
- ▶ Connect with your collegial network buddy for reflection on progress
- ▶ Pulse check surveys designed to provide you with an opportunity to reflect on the program and your leadership. Completed online, via the QELi Learning Portal, pulse checks are aligned with the strategic directions and the relevant leadership capability frameworks of the program. Pulse checks take approximately five minutes to complete

PHASE 5 | REFLECTIONS ON LEARNING SUBMISSION

- ▶ Collaborate with collegial network buddy and finalise LCAP
- ▶ Submit your online reflections of learning

PHASE 4 | ONE-DAY WORKSHOP

Explore leadership theories and models including:

- **HIGH-PERFORMING TEAMS**
 - **COMMUNICATION AND COLLABORATION**
 - **RESILIENCE AND SUSTAINABILITY**
- ▶ Present and celebrate your LCAP success
 - ▶ Define and plan for ongoing learning

PHASE 6 | RECOGNITION OF PROGRAM COMPLETION

- ▶ Certificate of completion awarded

Face-to-face Leadership program with Leadership Project

\$2,330 + GST = \$2,563.00

Register via qeli.qld.edu.au/leadership-for-office-professionals

ABOUT QELi

QELi is an innovative not-for-profit institute committed to delivering excellence in leadership by supporting education leaders from government and non-government sectors, across Australia and internationally, to establish a strong vision, improve student outcomes and lead change in their school context and wider school communities. We support educators at every level – from teachers to principals and system leaders – and corporate services and school support staff to develop leadership capabilities, maximise their potential and reach their leadership goals.



www.qeli.qld.edu.au

+61 456 203 538

info@qeli.qld.edu.au

