

## Leaders & Managers Program (LAMP)

### Overview

The Leaders and Managers program comprises four online modules completed over a one year period.

The content of the program is focused on the higher education sector and has been developed by the LH Martin Institute in partnership with ATEM (the Association for Tertiary Education Management). The program is suitable for emerging leaders and leaders who have the opportunity to lead or manage people, programs or processes within their work.

There are 20 funded places available in this program. Acceptance into the program is a competitive selection process and applicants are asked to complete the additional supporting statement in their application form. Applicants will need to detail their experience in leading or managing people, processes or projects.

**Participants who successfully complete the program will receive an internal certificate of completion from CSU.**

There are four modules in the program:

#### **Module 1 - Managing & Developing Self**

- Understanding your context
- Transitioning into a manager role
- Understanding the importance of building a reflective practice
- Using personal profile tools to increase understanding of your strengths and areas for development
- Intrapersonal communication competencies and skills
- Time & System Management Strategies
- Stress Management
- Leading meetings
- Managing Upwards

#### **Module 2 - Managing & Developing Others**

- Roles and styles that leaders and managers need for working with others
- Fostering engagement and innovation in teams
- Team Management Strategies
- Facilitating Change
- Ethics at work
- Developing Employees
- Managing Critical & Difficult Conversations
- Managing Conflict
- Continuous Performance Enhancement using the Quality Cycle

#### **Module 3 - Managing & Developing the Business**

- Processes and structures for governance, quality and sustainability
- Understanding and working with the different cultures within tertiary education institutions
- Working strategically
- Decision Making
- Negotiating
- Fostering a performance culture
- Compliance and accountability

- Financial Essentials
- Project Management
- Building a client/customer-focused culture

#### **Module 4 - Understanding the Tertiary Landscape**

- System governance and coordination
- Tertiary educational policy development
- Impact of globalisation on tertiary education in Australia
- Policy implications of key stakeholders
- Identifying Opportunities and Threats
- Maintaining currency

#### **Cost**

The program is funded by the Division of Human Resources.

**The business area will be required to pay for any travel related costs in relation to the program.**

Participation in this program will involve travel to two one day workshops in Young, NSW, which you will be expected to attend.

\* The dates of the workshops are:

- 04 April 2019 10.00 am – 3.00 pm
- 19 July 2019 10.00 – 3.00 pm

\*please note workshop dates could be subject to change

The program commences on 01 April 2019.

#### **Eligibility**

- Must undertake the course as a single course of study;
- Has the support of their supervisor to undertake the program, and the supervisor is willing to support up to four hours of study leave per week as per the [CSU Study Leave Policy](#);
- Is willing to spend some of their own private time studying in order to successfully complete the program;
- Holds a continuing appointment at CSU, or a fixed term appointment until at least June 2020 (part time is acceptable); and
- Has the opportunity to lead or manage people, programs or processes within their work.

#### **How to Apply**

Please complete and submit the **application form**. Note: **Applications close at 5:00 pm on March 1, 2019**. Please ensure you submit a copy of your Curriculum Vitae (CV) with your application and submit to [pdprograms@csu.edu.au](mailto:pdprograms@csu.edu.au)

Acceptance into the program is a competitive selection process, applications will be considered by the admissions panel in mid-March and applicants notified of the outcome of their application as soon as possible after this date.

Please direct enquires to Joanne St John, Professional Learning and Development Coordinator on 0269 334156 should you have any questions or email [pdprograms@csu.edu.au](mailto:pdprograms@csu.edu.au)