

THE DEFINITIVE GUIDE TO
**SELF
DEVELOPMENT**



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It is no longer enough to be “good enough” – leaders at all levels are expected to strive for greatness. Resilient, responsible, emotionally intelligent managers are valued and needed more than ever in today’s rapidly evolving workplace. Leaders who can demonstrate these skills, along with traditional self-development markers provide the backbone of truly successful organisations.

At Accela, we’ve been considering the critical skills that need to be developed to allow managers to not just survive, but thrive in the current environment. Our proprietary blend of personal experience, market research and psychometric testing have allowed us to identify 10 key competencies common to successful leadership globally across multiple industries.

What can you do?

To determine your self-development proficiency, consider observable day-to-day outcomes in relation to the 10 competencies outlined below.

To thrive, you need to consider how you:

1. Demonstrate Efficiency and Resourcefulness
2. Take Responsibility
3. Make Things Happen
4. Produce Results
5. Be Resilient
6. Display Emotional Intelligence
7. Rapidly Self Develop
8. Maintain a Positive Attitude
9. Set Personal Goals
10. Manage Your Boss

What next?

Consider the following:

- What’s working well?
- What could be further developed?
- Do you rely too heavily on some competencies, while neglecting others?
- What can you learn from your experience?
- Who should you turn to for guidance, coaching, mentoring or sponsorship?

The self-development and actualisation requirements of the modern workplace are evolving rapidly. Now more than ever, values-driven, flexible and engaged managers are required to help their teams navigate the path to organisational success. And traditional self-development skills haven’t gone out of fashion either!

“The only person you are destined to become is the person you decide to be.”
Ralph Waldo Emerson

1 Demonstrate Efficiency and Resourcefulness

Work smarter, not harder, and find creative solutions using limited resources.

Overview

Learn to use the time available, the resources that are affordable, and the money already allocated to produce the best possible results, even under less-than-ideal circumstances... since unfortunately, no one lives in a perfect world with infinite time and money.

You will learn how to

- Develop effective daily plans
- Maintain focus on highest priorities
- Prioritise tasks for maximum results output
- Complete tasks within deadlines
- Allocate resources within budget
- Apply a proactive approach to complex and challenging tasks
- Manage contingencies via effective communication
- Avoid mental multitasking

This workshop is for

Anyone with a leadership role in their workplace who must accomplish more tasks than they have hours in the day or dollars in the bank

Key benefit for participants

Strategies to improve efficiency and resourcefulness at work

“

Be positive, be strong and be resourceful.
The world really is what you make of it.

Bear Grylls

2 Take Responsibility

Become truly responsible for your team in the process of work, not just accountable for their actions after the fact.

Overview

Learn to see responsibility as a mindset: responsible managers believe that they are not only accountable for their team's performance and the end product, but that they are the person responsible for making things happen in the first place. Instead of simply owning up to their team's mistakes at the end of a project or after feedback, a responsible manager feels the importance of their role in their team's success throughout the lifetime of a project.

You will learn how to

- Understand current responsibilities
- Demonstrate positive behaviour
- Admit to mistakes and errors
- Report on events and outcomes
- Display ownership
- Give and accept feedback

This workshop is for

Anyone in a leadership role who is in charge of larger projects or multiple peoples' work output

Key benefit for participants

The confidence to take charge in productive and responsible ways in the workplace

“

The price of greatness is responsibility.

Winston Churchill

3 Make Things Happen

Act quickly, decisively, and deliver desired results.

Overview

When long hours and delayed vacations are not what guarantees job security, managers must find ways to increase their output without increasing their input. Learn to become the managers whose value to the organisation lies in value added, not strong effort.

You will learn how to

- Recognise and avoid procrastination
- Recognise and avoid perfectionism
- Set priorities
- Assess risks and trade-offs
- Access resources and people
- Establish and report on milestones
- Change direction when required

This workshop is for

Anyone in a leadership role who would like to add more value, instead of simply demonstrating loyalty and hard work to their organisation

Key benefit for participants

The skills necessary to accomplish more in the workplace

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Hard Work = Not Relevant

legendary Netflix PowerPoint presentation for new employees

4 Produce Results

Why work against the flow when you can work with it? Align your goals with your organisation's objectives.

Overview

Productivity is not the same as busy-ness; true productivity can be energizing to all team members, while busy-ness often leaves people exhausted. Learn to keep the bigger picture in mind while demarcating clear milestones along the way to deliver meaningful results that serve that bigger picture.

You will learn how to

- Set realistic goals
- Demonstrate persistence and resilience
- Document plans and actions well
- Document plans and actions well
- Display energy and drive
- Adopt a flexible approach
- Overcome obstacles
- Encourage others to buy in

This workshop is for

Anyone in a leadership role who wants to energize their team and accomplish real work, without the noise

Key benefit for participants

Apply easy to use methods to create big picture results

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Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.

Paul J. Meyer

Be Resilient

Mental grit in the workplace: what else will get you through the hard days?

Overview

For people who have resilience and grit, their ability to deal with stress resides not in their ability to slog through, but in how they see and respond to the slog. Learn to make it look easy to perform well under pressure and demonstrate a high level of emotional well-being even under adverse circumstances.

You will learn how to

- Maintain optimism
- Personal attainment
- Self-control
- Make helpful choices
- Maintain tenacity and effort
- Build and maintain supporting relationships
- Monitor progress and continually learn

This workshop is for

Anyone in a leadership role who ever faces adversity and must rally the troops

Key benefit for participants

Increased ability to confront and apply effective solutions for dealing with adversity

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The key to resilience is trying really hard, then stopping, recovering, and then trying again.

Shawn Achor and Michelle Gielan

Display Emotional Intelligence

Reading, writing, arithmetic, and empathy: which one is missing from our workplace educations?

Overview

Don't be the skilled leader who is so out of touch with their own emotions and those of their team members that they inadvertently line their own path with obstacles. Learn to cultivate both inward and outward understanding in order to form healthy working relationships with others and problem-solve more quickly and effectively.

You will learn how to

- Understand the difference between the inward and outward focus of emotional intelligence
- Identify, perceive and recognise emotions in others
- Understand what certain emotions mean and have awareness of the spectrum of emotions
- Develop strategies for using emotions effectively
- Display effective emotional management
- Adapt behaviour to work in different situations
- Use emotional intelligence to communicate effectively

This workshop is for

Anyone in a leadership role who keeps “stepping in it” but can't figure out what “it” is, or how not to “step” in it

Key benefit for participants

Increased confidence when managing emotional situations

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As more and more artificial intelligence is entering into the world, more and more emotional intelligence must enter into leadership.

Amit Ray

7 Rapidly Self Develop

Dreaming of stability? Embrace your evolving self.

Overview

Many workers don't realize that willingness to learn and develop new skills is part of their jobs, because it rarely shows up in their job descriptions. However, when loyalty and dependability are not enough, the introspective task of becoming a great learner is key. Learn to acquire knowledge and skills more efficiently by deepening your understanding of your personal learning style and the nature of your learning gaps.

You will learn how to

- Understand how learning happens
- Approach chosen skills and subjects thoughtfully
- Make a learning plan
- Identify learning gaps
- Apply the right learning method to the gap
- Review, adjust, and improve the learning plan
- Ask for help and accept feedback

This workshop is for

Anyone in a leadership role who feels like an old dog learning new tricks and needs to stay relevant in a changing environment

Key benefit for participants

Rapid success in applying newly learnt skills

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Change equals self-improvement. Push yourself to places you haven't been before.

Pat Summitt

8 Maintain a Positive Attitude

Be the calm in the eye of the storm.

Overview

Successful people have a mindset that helps them achieve their goals: a positive outlook that lets them meet new challenges with grace and stay on track mentally even when everything around them is derailing. Learn to deal well with adversity with a positive attitude that fosters grit and resilience.

You will learn how to

- Maintain a positive attitude even in the face of adversity
- Understand how to deal with negative influences
- Strong interaction between attitude and behaviour
- Focus on what can be influenced
- Create a plan to be positive
- Review and maintain a winning attitude
- Avoid backsliding

This workshop is for

Anyone who needs to weather workplace storms with guts and gumption

Key benefit for participants

Plan for and embody positivity even when things are difficult

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Keep your face always toward the sunshine – and shadows will fall behind you.

Walt Whitman

Set Personal Goals

What do you want to do? How do you want to do it?

Overview

What makes each person feel effective in the workplace and feel happy with themselves is different for everyone. Learn to set personal workplace goals and to recognize when there is dissonance between career goals and goals in other areas of life. Approach goal setting holistically, with a personal vision and clear planned outcome in mind.

You will learn how to

- Create a personal vision
- Link specific goals to personal vision
- Create specific, measurable goals
- Balance work and home goals
- Demonstrate 90-day personal goal planning
- Use effective personal time management techniques
- Review actions regularly

This workshop is for

Anyone who needs to align the different areas of life so that they can meet their potential

Key benefit for participants

Rapidly apply a vision and resulting strategy when setting personal goals that produces results

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Success is the progressive realization of predetermined, worthwhile, personal goals.

Paul J. Meyer

Manage Your Boss

What does your boss rely on you to do? The answer may be surprising.

Overview

Healthy relationships with managers, even when that manager is a board of directors, are vital to everyone's work lives. Employees have more power than they realize in fostering a good relationship with their manager and creating more upward influence for themselves. Learn to manage your boss in ways that help both of you, without manipulation or subterfuge.

You will learn how to

- Demonstrate understanding and empathy
- Understand “one-up” priorities
- Display proactivity
- Communicate effectively
- Create relevant consequences
- Offer/ask for help
- Provide feedback

This workshop is for

Anyone with a manager. Really.

Key benefit for participants

Implement upward management that is welcome, effective and inclusive

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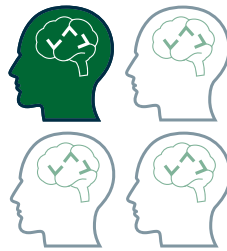
The goal of managing upward up is not to curry favor... it's about being more effective.

Liz Simpson

The facts are that only:



1 in 2 employees:
Clearly know what is
expected of them at work



1 in 4 employees:
Strongly agree that their
manager continually helps
them clarify priorities



1 in 5 employees:
Strongly agree that their
performance is managed
in a way that motivates them
to do outstanding work



1 in 15 employees: receive feedback daily,
19% a few times a week and 27% a few times a month¹

Strongly agree that their
pay and incentives motivate
them to achieve their goals

Strongly agree that their
performance metrics are
within their span of control

¹Re-engineering Performance Management Ben Wigart and Jim Harter evaluated from the Gallop data base, meta-analysis and 100's of interviews.

About Accela

Accela is an Australian owned company, established in 2005, renowned for exceptional sales management and leadership training, coaching and consulting. Accela has assisted many Australian blue chip and international companies to realise their teams' full potential with a comprehensive range of development solutions. To complement their existing methodology, the Hub was created for clients to measure, report, manage and continuously drive faster, easier sales results.

Accela has over 30 accredited trainers and facilitators across Australia and New Zealand, and over 40 accredited local multi-lingual trainers across Singapore, Hong Kong, Shanghai, Tokyo, Bangkok London, Frankfurt, Milan and Paris.



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