

# Professional Development Application Reference Guide

## About You

You have downloaded a copy of the Coaching Focus Professional Development Application Reference Guide. This one action tells us a lot about you. It tells us you are serious about growing your leadership skills and accelerating your career trajectory.

Congratulations, you've come to the right place. This program has helped hundreds of educators across Australia and New Zealand to lift their leadership capability and advance their careers and we are excited to help you do the same.

## About the Guide

This guide outlines our flagship Elevating Leadership Program. This program consists of four modules. Each module is offered each term and you can complete the modules in any order. This allows you maximum flexibility and control in determining the sequence and timing of your leadership development journey. To assist you with the task of completing your PD Application we have created this guide. It provides you with the essential information you need to complete your application successfully.



elevating leadership  
program

## What Others Say

*This program has developed my capacity as a confident leader. Through strategies such as how to have challenging conversations and how to coach employees I have ensured that I have attempted to make my staff more accountable even though it may cause some "push back". Module 4 tied it all together regarding the importance of being emotionally intelligent and how to best work with the team, so they actively participate in change at a school level. This program exceeded my expectations.*

**Ashleigh Hoogendoorn, De La Salle College, VIC**

*Janine uses the online webinar medium in a personal, confidential, and connected way, so that participants can explore their practice in a safe and directed manner for real professional growth. I always come away with new insight into my own development as an educational leader, a refreshed skill base and networking I feel I can continue communicating with as I further hone my skills.*

**Julia Strentz, Preshil Independent School, VIC**

*The Elevating Leadership Program has helped me grow in confidence as a young leader by providing me with tools and strategies for developing action plans that I can use to become a more impactful leader. I looked forward to each module and found it highly effective completing these modules over the course of a school year as I could see myself apply the things I had learnt and enhance my skills and knowledge as an upcoming leader. Thanks Janine!*

**Marissa Chui, Northside Christian College, VIC**

# Program Name: Elevating Leadership Program

## Program Details

Leadership development program for early and middle career educators and leaders focused on developing the leader that is the role model for those around them and uses a coaching style in their everyday interaction. The skill of coaching is explicitly taught, and leadership challenges and learnings are reflected upon and evaluated through coaching conversations.

Program includes 4 modules (5 days of professional learning).

Each module is held once per term across the year. The full program can be completed across 12 to 24 months.

**Total Professional Learning Hours:** 36.5

**PF Focus:** leadership development

**Location:** online (ZOOM)

**Program Details URL:** <https://coachingfocus.com.au/elevating-leadership-program/>

2024 Dates found below.

## Provider Details

**Facilitator/Trainer:** Janine Stratford

**Company Name:** Coaching Focus Pty Ltd

**ABN:** 13 610 408 912

**Address:** 33 Clements St, Highett, VIC, 3190

**Contact No:** 03 9598 8582 / 0400 120 822

**Email Address:** office@coachingfocus.com.au

## Cost

**Full Program:** \$1,995 (plus GST).

**You gain a discount of \$265(plus GST) by purchasing the full program as a single purchase.**

**Professional Learning Hours:** 36.5

### Individual Modules – purchased separately.

**Module 1:** \$540 (plus GST) Professional Learning Hours: 5.5

**Module 2:** \$430 (plus GST) Professional Learning Hours: 5.5

**Module 3:** \$860 (plus GST) Professional Learning Hours: 20.0

**Module 4:** \$430 (plus GST) Professional Learning Hours: 5.5

## Module 1: Clear – Get CLEAR about the type of leader you want to be.

*Define your Leadership Style is a one-day workshop that will reveal your behavioural and communication style using the DISC behavioural profiling model. You will understand the how and why of your style and learn how to identify the styles of those around you. You will explore how you are perceived by others and if you don't like it, what you can do to improve it. You will also learn how to adjust your style for better communication and to improve team dynamics. You will come out of the workshop with greater clarity of who you are and how you want to lead.*



### What you will learn:

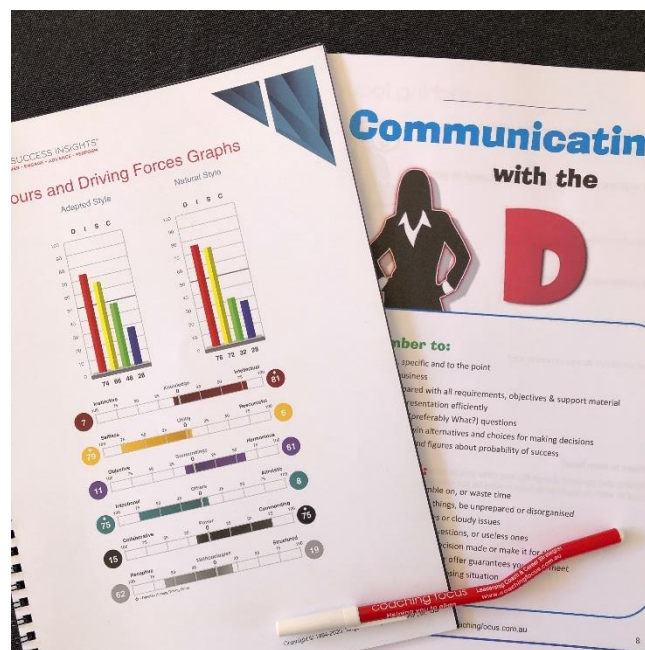
- Your preferred behavioural style.
- How your style can be perceived by others.
- How to adapt your communication styles when dealing with different people.
- How to read the cues of others so you can adjust your communication style.
- How to improve teamwork and strengthen your team by embracing the different behavioural styles of communication.
- How to use your new knowledge of behavioural preferences to reduce conflict and navigate difficult situations.
- The 6 primary motivators and how to use them to positively impact collaboration.

### Your personal DISC Report will help you gain:

- Invaluable insight into your own thinking, motivations, and time management.
- Ideas on the most efficient ways to use your time.
- Identify your challenge areas as well as your strengths.
- Clarity on how you are perceived by others.
- The ability to identify different behavioural styles in action.
- The awareness to adjust the way you interact with others to enhance relationships and improve communication.
- The know-how to improve team dynamics, resulting in a more productive and cohesive team.

## 5 Key Benefits of Attending:

1. A clear understanding of your style as a leader and a deeper appreciation of the impact you have on the workplace.
2. The self-awareness to change the way you work so you can be more productive and effective in your role.
3. The capacity to identify styles in others, enabling you to work better with others, especially colleagues who are different to you.
4. The confidence to lead positively and reduce potential for difficult conversations, disagreements, and misunderstandings.
5. The skills to manage conversations, set expectations, manage group dynamics, team meetings, and minimise relationship difficulties between colleagues.



## Module 2: Confident – Build CONFIDENCE in your ability to manage conflict.

**Managing Conflict – developing conversational resilience** is a one-day workshop where you'll learn skills and strategies to stay confident and lead well in the next challenging conversation. You will develop statements and questions to use when that moment arrives that will shift conflict to conversation. You will understand how different personality types respond under stress and learn emotional intelligence techniques to manage emotions, both yours and theirs.

You will also be provided with a 6-step framework that smoothly works towards a plan of action using a coaching approach to co-create a solution.

module 2 - confident



### You will learn how to Manage Conflict by:

- Applying a proven 6-step framework that allows you to work through a challenging conversation and co-create a solution.
- Using a coaching mindset to work through the conflict for a win-win outcome.
- Adopting a more assertive style to your choice of language during everyday interactions with others.
- Identifying how different personality types respond under stress and the best way to reduce tension in other people.
- Learning the emotional intelligence techniques used by the best negotiators to manage the emotions of all parties, including yourself.
- Developing a suite of statements and questions that instantly give you the language to draw upon, especially under pressure.
- Helping you create an Action Plan for your next challenging conversation so now you can go in armed with the tools to create a successful outcome.

### 5 Key Benefits of Attending:

1. Walk away with a proven framework to follow that gives you the confidence to face any challenging conversation.
2. Develop your own tool kit of phrases and language to draw on at a moment's notice to help you move past the conflict and ensure a smoother outcome-driven discussion.
3. Establish the ability to hold assertive conversations that lead to faster resolutions and better outcomes for all parties.
4. Use a collaborative coaching style to increase your resilience during difficult moments and better equip you to move the situation from conflict to conversation.
5. Instantly be seen as a more effective leader and educator because you have the skills, language, and tools to use when working with colleagues and parents.

## Module 3: Consistent – Create **CONSISTENCY** by developing your coaching skills.

*Coach Certification Program is a 20-hour program that involves two workshop days with learning before and after each workshop. The program will help you be a better listener, to ask more open questions and to stay away from advice-giving. In the program you will practise using a variety of coaching frameworks that can be incorporated into your everyday conversations, as well as more formal coaching opportunities, so that you develop a consistent way of working with your team. Solutions will then be generated together, and you will be empowering those around you to be solution-finders and to remain accountable to their goals.*

module 3 - consistent



### What you will learn about coaching:

- The benefits of coaching for school leaders.
- The skills and mindset you need to coach effectively.
- The art of coaching using 2 powerful coaching frameworks and a collection of proven questioning techniques.
- How to incorporate coaching into your everyday leadership style.
- The difference between coaching and mentoring and the serious pitfalls of providing advice.

### 5 Key Benefits of attending:

1. Enjoy the unique opportunity to develop and practice your coaching skills over two-days in a safe and supportive space.
2. Develop the comfort and confidence to immediately put your new coaching skills into practice as soon as you return to the workplace.
3. Walk away with a full repertoire of coaching tools and resources you can constantly reference to help you use this powerful approach every day.
4. Enjoy the freedom to use coaching in a formal sense, or simply intersperse coaching questions into meetings and conversations and allow coaching to become your default style.
5. Shift from being an advice-giver to a leader who empowers others to generate their own solutions and fulfil their true potential.

## Module 4: Considered – Lead an effective team using a CONSIDERED approach.

*Leading Teams for Peak Performance* is a one-day workshop focussed on the essentials for developing a high-functioning team. It all begins with the leader, whose impact and influence are crucial. You will learn valuable strategies to address key leadership challenges, such as giving feedback, delegating tasks, managing time, making effective use of meeting time, and handling change. Additionally, you will acquire vital skills to foster a positive team culture and build capacity across the team. Through coaching conversations interspersed throughout the day, you will leave with clarity, a plan, and a set of actionable steps.

### module 4 - considered



### What you will learn:

- Understand the critical role of a leader in team dynamics and performance and explore how your leadership style influences team outcomes.
- Learn effective techniques for providing constructive feedback in a way that motivates and encourages growth.
- Master the art of delegating tasks to the right team members and develop strategies to ensure successful task completion and accountability.
- Explore methods for prioritizing tasks and managing your time efficiently to increase productivity.
- Learn how to structure and conduct meetings to make them more productive, keeping them focused and goal oriented.
- Understand the principles of change management and how to apply them so you can guide your team through periods of change smoothly.
- Discover strategies to create and maintain a positive team culture that fosters collaboration, trust, and mutual respect within your team.
- Explore ways to build capacity within your team, enhancing overall performance and nurturing team members' strengths.

### 5 Key Benefits of Attending:

1. Learn how to provide constructive feedback that fosters growth and improvement.
2. Master the art of delegating tasks to maximize team productivity and efficiency.
3. Acquire tools to navigate and manage change smoothly within your team.
4. Learn techniques to cultivate a supportive and collaborative team environment.
5. Build capacity across your team, enhancing overall performance and cohesion.

# Elevating Leadership Program - Dates to end of 2025

## Module 1: Clear

### [Define your leadership style](#)

Term 4 2024: Monday 11 November	9.00am – 3.30pm AEDT online
Term 1 2025: Wednesday 26 February	9.00am – 3.30pm AEDT online
Term 2 2025: Friday 9 May	9.00am – 3.30pm AEST online
Term 3 2025: Monday 11 August	9.00am – 3.30pm AEST online
Term 4 2025: Monday 17 November	9.00am – 3.30pm AEDT online

## Module 2: Confident

### [Managing Conflict – developing conversational resilience](#)

Term 4 2024: Friday 15 November	9.00am – 3.30pm AEDT online
Term 1 2025: Wednesday 19 March	9.00am – 3.30pm AEDT online
Term 2 2025: Friday 16 May	9.00am – 3.30pm AEST online
Term 3 2025: Monday 18 August	9.00am – 3.30pm AEST online
Term 4 2025: Friday 21 November	9.00am – 3.30pm AEDT online

## Module 3: Consistent

### [Coach Certification Program \( 2 day program\)](#)

Term 4 2024: Day 1- Mon 28 October, Day 2-Fri 29 November	9.00am – 3.30pm AEDT online
Term 1 2025: Day 1- Fri 28 Feb, Day 2- Wed 26 March	9.00am – 3.30pm AEDT online
Term 2 2025: Day 1- Wed 7 May, Day 2- Fri 6 June	9.00am – 3.30pm AEST online
Term 3 2025: Day 1- Fri 15 Aug, Day 2- Mon 15 Sept	9.00am – 3.30pm AEST online
Term 4 2025: Day 1- Fri 31 October, Day 2-Mon 24 November	9.00am – 3.30pm AEDT online

## Module 4: Considered

### [Leading Teams for Peak Performance](#)

Term 4 2024: Friday 22 November	9.00am – 3.30pm AEDT online
Term 1 2025: Friday 28 March	9.00am – 3.30pm AEDT online
Term 2 2025: Wednesday 18 June	9.00am – 3.30pm AEST online
Term 3 2025: Friday 5 September	9.00am – 3.30pm AEST online
Term 4 2025: Monday 1 December	9.00am – 3.30pm AEDT online

**To book individual modules – use the hyperlinks above**

**[To register for the full program and receive the discount – use this link](#)**



## Relevant AITSL Australian Professional Standards for Teachers and the connection to the standard descriptor.

The program is suited to Proficient, Highly Accomplished and Lead Teachers

Relevant Standards	Connection to the Standard Descriptor
1.2, 1.5, 2.1, 2.2, 2.5, 3.2, 3.3, 3.6, 5.2	<p>Coach training will support participants to use the coaching approach in their everyday interactions. It will assist them in using coaching when working with their colleagues and team members to analyse their performance, teaching programs, student outcomes and their professional learning needs, identifying goals and developing action steps, and providing feedback with a learning focus.</p>
3.2, 3.3, 3.5	<p>Participants will strategically evaluate their own performance in their role and in their teaching, look for areas of improvement and create action steps to lift their outcomes.</p> <p>Participants will learn the skills of effective leadership, optimal team dynamics and implementing change, all necessary for an effective, evidence-based and innovative teaching and learning program.</p> <p>Through the focus on coaching conversations in each module, reflection and evaluation will lead to goal setting and designing the necessary action steps for successful goal achievement.</p>
4.2, 4.3	<p>Participants will learn about emotional intelligence and its impact on relationships and learning.</p> <p>Participants will also learn strategies to manage difficult conversations and conflict.</p> <p>Participants will learn to coach formally and informally with the intention of incorporating a coaching style into their leadership and day-to-day management of staff and student matters.</p> <p>This knowledge will assist them to create the positive emotional climate required for optimal learning and positive relationships, in their classroom, across their teams and in their interactions with colleagues and parents.</p>
6.2, 6.3	<p>The program is focused on developing leadership skills, improving communication skills, relationship dynamics and team effectiveness.</p> <p>The program has a strong coaching focus, with the skills of coaching being explicitly taught across the program and leadership and relationship issues explored through coaching conversations.</p>
7.3, 7.4	<p>The program is highly collaborative, with group sessions and paired conversations. These discussions enhance network formation and collegiate relationships across schools.</p> <p>Collaboration across the program will provide learnings, feedback, sharing of information and resources and opportunities for growth.</p>