



corporate training options

About Us

Our mission at CTO is empowering people through learning that drives lasting growth and organisational success.

With that focus, we provide high-quality, practical training designed to help individuals and organisations build skills, improve performance and adapt to an ever changing business environment.

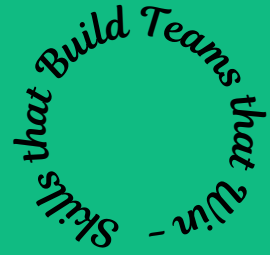
With experienced trainers and flexible delivery options, CTO provides engaging, results-focused learning designed to strengthen capability and support long-term business success.

*“Hope is NOT a
Development Plan.”*

Learning to Lead

Other Leadership Courses

- Change Management - Leading through Organisational Change
- Building a Committed Workplace
- Strategic Planning
- Team Building
- Excellence in Supervision
- Coaching for Development
- Leading Virtual Teams
- Effective Communication



Contact Us

We would love to collaborate with you



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www.cto.com.au

*Our trainers are located all across
Australia.*



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Leadership: Learning to Lead

The Challenge

Being promoted into leadership doesn't automatically make someone a leader. New leaders often struggle with the transition from doing the work to leading others who do the work. Without foundational leadership skills they default to micromanaging, avoid difficult decisions or fail to establish credibility. This program provides the essential skills every new leader needs to succeed.

Educate, Elevate and Empower -

What you will Learn

- ✓ Transition from individual contributor to effective leader
- ✓ Establish credibility and build trust with your team
- ✓ Set clear expectations and hold people accountable
- ✓ Delegate effectively without losing control
- ✓ Make sound decisions under pressure
- ✓ Communicate with authority and empathy
- ✓ Handle the inevitable challenges new leaders face

Who should Attend

This foundational program is perfect for anyone new to leadership or preparing to step into their first formal leadership role.

Ideal participants include:

- New managers and supervisors
- High-potential employees being groomed for leadership
- Technical experts transitioning to leadership roles
- Anyone leading without formal leadership training

Course Delivery

- Online via Microsoft Teams
- Onsite at your Workplace
- Hybrid (combination of both)

Duration

- Full Day Course

Group Sizes

Our prices are based on group sizes and not per person (the more the merrier)

- 1 - 3 trainees
- 4 - 15 trainees
- 16 - 20 trainees

Pre Requisites

None - Open to all

Course Modules

Module 1. The Leadership Transition - From Doing to Leading

- Why being good at the job doesn't automatically make you good at leading others
- The hardest things new leaders have to let go of and why they struggle to do it
- Redefining success — your results now come through other people
- Common new leader mistakes and how to avoid the most costly ones early

Module 2. Establishing credibility and building trust quickly

- What credibility actually looks like to a team watching a new leader closely
- The actions that build trust in the first 90 days and the ones that destroy it
- Navigating the complexity of leading former peers without losing relationships
- Being respected before you are liked and why that order matters

Module 3. Setting expectations and creating accountability

- Why unclear expectations are the root cause of most new leader frustrations
- Setting standards that are specific, fair and consistently applied from day one
- Having early accountability conversations before habits and patterns are entrenched
- Following through - why what you tolerate becomes what your team accepts

Module 4. Delegating effectively without losing control

- Understanding why new leaders micromanage and what it costs them
- Matching tasks to capability and readiness rather than defaulting to doing it yourself
- Giving people enough room to own the work without abandoning them to it
- Staying informed and in control without hovering over every decision

Module 5. Making sound decisions under pressure

- The decision-making traps new leaders fall into — rushing, avoiding and over-consulting
- Building a practical approach to decisions when information is incomplete
- Knowing which decisions to make alone, which to consult on and which to delegate
- Standing behind your decisions with confidence while remaining open to being wrong

Module 6. Communicating with Authority and Empathy

- Why communication is the new leader's most important and most underestimated tool
- Delivering clear direction without being dismissive of questions or concerns
- Adapting your communication style to different people and different situations
- Saying difficult things honestly while maintaining respect and relationship

Module 7. Handling the Inevitable challenges new leaders face

- Managing conflict within your team when you're still finding your feet
- Dealing with team members who resist, undermine or test your authority
- Navigating pressure from above while maintaining credibility below
- Asking for help without feeling like it undermines your position

Module 8. Building your Leadership Identity and Continuing to Grow

- Defining the kind of leader you want to be — on purpose not by default
- Learning from experience. Turning daily challenges into leadership development
- Building a support network of mentors, peers and coaches
- Committing to the ongoing work of becoming a better leader every week

Elevate and Empower - Educate