

## Lominger Competencies Development Through PEP

The Lominger LEADERSHIP ARCHITECT® Suite is a set of tools that gives executives, managers, and human resource professionals the ability to put research, combined with leadership and organisational development best practices, into action. Organisations across Australia and New Zealand are implementing Lominger and similar competency based models with great success.

At the hub of the Suite are 67 core competencies that research has identified as being related to career success. Competencies are observable and measurable characteristics of a person that include using knowledge and demonstrating skills, behaviours and abilities that contribute to performing well. Lominger is excellent at defining the competencies (the What) and PEP is similarly excellent at developing some of the competencies (the How) as follows:

### **Competencies of Operational Leadership—Time Management, Priority Setting, Timely Decision Making, Delegation**

#### **PEP Content:**

- Distinguish between productive and non-productive work.
- Conquer procrastination and learn to manage competing priorities.
- Learn the art and importance of delegation.
- Learn to plan your day, week, month and year.
- Learn to manage paperwork, including mails and your work station.
- Learn to handle interruptions – good and bad – and how to say no.
- Understand the process of planning i.e. The process of planning and implementation.
- Understand how to delegate and ensure tasks are completed and agreed.
- Setting up a project plan and understanding the principles of project management.

## Competencies of Communicating Effectively—Conducting Effective Meetings, Report Writing, Listening Skills

### **PEP Content:**

- Prepare meetings by taking full account of the issues, the people and environment.
- Set clear meeting objectives and achieve these objectives by managing both the meeting and the participants with confidence.
- Manage the participants by uniting, focusing and mobilising the team.
- Encourage each participant's contribution and control more dominant members
- Deal with disruptive meeting behaviour and "keep on track".
- Encourage positive, and eliminate negative meeting behaviour.
- Evaluate a meeting's success with a view of your further improvement as a facilitator.

If you want to know more about what the Personal Efficiency Program can do to help you change forever the way that you work then please contact us via our website

<http://www.pepworldwide.com.au/index.cfm>.

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