



Maximise your leadership skills

The following list of ideas can help you reflect on the things you can do in your workplace to maximise your leadership and communication skills.

Communication skills

- Consider different ways to communicate with staff and customers – a newsletter, email bulletin etc.
- Improve your public speaking skills by attending a course or rostrum.
- Improve your written communication to avoid misunderstandings and to present yourself and your business in the best way possible.

Networking and professional development

- Attend industry events and workshops.
- Consider presenting sessions or speaking at industry events.
- Invite suppliers, competitors or people in the industry to meet you socially.
- Look at your competitors and the way they run their businesses – work out which skills they have that you would like to develop in your business.

Technical skills and technology

- Investigate new technologies that might help your business.
- Update your computer skills.
- Consider further education including business management courses.
- Engage a mentor or consultant to teach you new skills.

Reading and research

- Find some books that you think would help your professional development.
- Subscribe to journals that will help you to keep up with developments in your industry.
- Find some websites that have news about professional development or about your industry.
- Update your knowledge about government regulations relating to your business operation.
- Find out about any government grants or incentives that might help your business (eg product development, commercialisation or training).

Health and wellbeing

- Plan some ways to incorporate regular exercise and a healthy eating plan into your work routine.