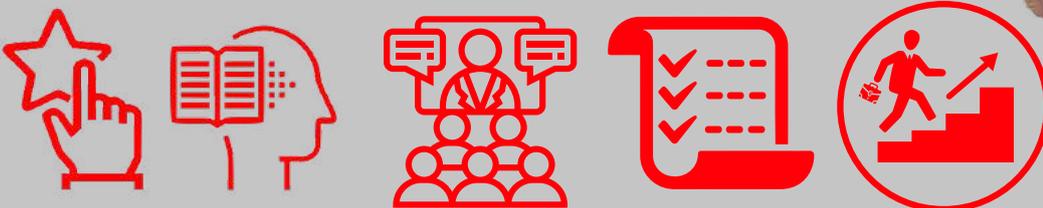


The man who does not read has no advantage over the man who cannot read.

Mark Twain

Professional Development **BOOK CLUB**

-  Leadership Development
-  Productivity
-  Management Skills
-  Interpersonal Skills



PROFESSIONAL DEVELOPMENT BOOK CLUB (PDBC)

- Do you want your managers to achieve more with less stress?
- Do you want your managers ready for leadership?
- Do you want your managers to seize opportunities to develop their direct reports on the job?

Reading Connects and Develops

When a group of diverse professionals come together to discuss the same book the opportunity to take away rich and varied perspectives; new learning; ideas for action; and a stronger network... it's a no-brainer!

Making, taking or finding time to read professional and personal development books can be a massive challenge for many busy professionals. Reading for development usually falls into the "I wish" category. There are many reasons why managers don't read or read as much as they'd like. Reasons include:

I keep buying books but never seem to find the time to read them. I now have an overwhelming stack of books I doubt I'll ever get to.

So many books, so little time.

I simply just don't know what to read.

I buy books, I start them but never seem to finish them.

These are common comments intelligent managers share.

It's no secret that reading expands your worldview, book clubs are renowned for helping people stay accountable to reading, gaining deeper insights into the topic and boost individual development.

According to Quick Reads, adults that read for just 30 minutes a week were 20 per cent more likely to feel satisfied with their lives. Four out of 10 surveyed individuals cited 'lack of time' as the main reason they didn't read more.

	Professional	Min. Books Read per Year	Productivity	Success
Invincible ↑	Leader	4	100%	Soaring
	Linger	3	75%	Simmering
	Lethargic	2	50%	Standard
	Lag	1	25%	Stalled
↓ Invisible	Left Behind	0	0%	Stopped

The PDBC is designed to be do-able! The blended program includes individual and group components, paced to suit every busy leader.

Down time when your people are attending off site programs can be a logistical and coverage challenge. While there is unquestionable value in being offsite for learning experiences, the true return on investment is what happens when your people return to work.

The PDBC is more than reading a book, it includes drawing insight from reading, sharing and discussing the learnings, creating leadership and development goals and implementing the learning with accountability.

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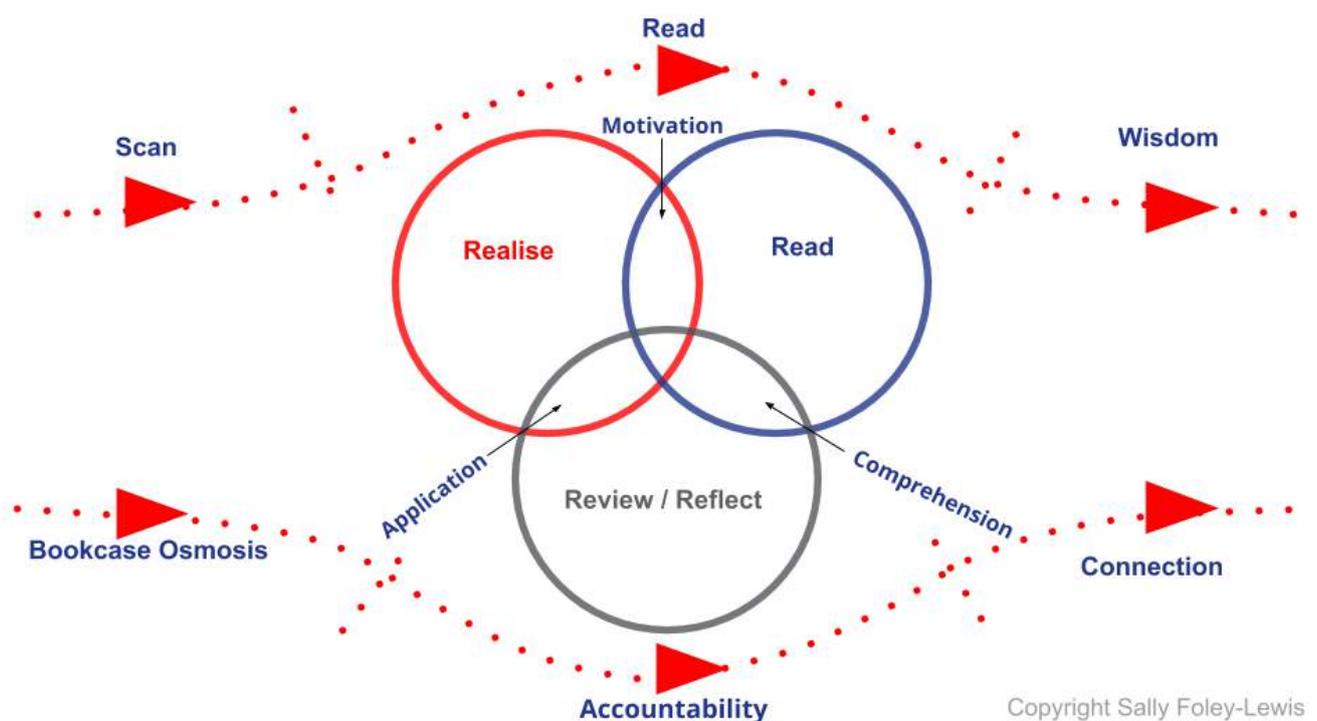
“Many of us have extensive home libraries - I certainly do. Even in this age of technology I like to connect with a real paper version of a book and have it there to refer to. There are many book clubs around for fiction but I hadn't come across one for professional development before Sally Foley-Lewis created this one. We vote on the choice to read from a selection that is always good and the dialogue around “the” book is always interesting and varied. I’m enjoying hearing other points of view and have even gone back to re-read a book with a different lens after one of our discussions.”

Jo Hassan, Vitality Expert, Jo Hassan

”

THE BENEFITS OF AN INTERNAL PDBC PROGRAM:

- To be more analytical and improve creative thinking skills.
- Boost communication skills and confidence through contributing to discussions, including discussing and debating topics that individual's may disagree with.
- Increase self-awareness which leads directly to better self-leadership and people management.
- Widen the individual's world view while expanding and strengthenign the organisation's internal network.
 - Breaking down silos.
- Increase the organisation's competitive advantage in your industry.
- Improve productivity.



Research conducted by Starcom for the Australia Council for the Arts, Books Alive 2008 - reader research, looked at the reading habits of 1,200 Australians aged 16 to 65 years, who had read a book for pleasure in the last three years. The study found that almost 7 out of 10 people reported reading books regularly. Of those who read regularly for pleasure, most read magazines (66%), newspapers (61%) or fiction books (58%), while **less than half read non-fiction books (41%)**. [SOURCE: ABS]

To read without reflecting is like eating without digesting.

Edmund Burke
Irish Philosopher



Theme Driven Book Selection

A blend of classic, contemporary and best selling books can be selected for reading.

Either pre-selected or through a voting process, titles are chosen to meet the development needs of the participants.



Read The Book

Over a 12 month period, participants will read 4 books. Participants are provided with their own copy of the book as well as a journal to capture insights and reflections from their reading.



Action Plan

Putting insight into action, participants will be required to submit and implement an action plan based on their new learning.



Book Club Meeting + Group Coaching / Community of Practice

Each quarter participants will meet online to participate in a facilitated discussion of their insights from the reading.

Mid-way through the quarter, participants will meet online in a Community of Practice session, to discuss the outcome / progress of implementing their action plans.



Leadership Development

Completing the 12 month program will equip the participants to self-lead continued development; leaders who are far more self-aware, productive and effective contributors to the business.

THEME EXAMPLES

*"Read 500 pages every day. That's how knowledge works.
It builds up, like compound interest."*

Warren Buffet

Book selection is theme driven which will be determined by the required area of development, or blend of topics. Here are a tiny examples of book and theme combinations:



LEADERSHIP

1. **On Becoming a Leader** by Warren Bennis
2. **Good to Great** by Jim Collins
3. **Dare to Lead** by Brene Brown
4. **Tribes** by Seth Godin



LEADERSHIP & MANAGEMENT

1. **The 7 Habits of Highly Effective People** by Stephen Covey
2. **The Effective Executive** by Peter Drucker
3. **The One Minute Manager** by Blanchard & Johnson
4. **The Making of a Manager** by Julie Zhuo



PRODUCTIVITY

1. **Deep Work** by Cal Newport
2. **First Things First** by Stephen Covey
3. **Atomic Habits** by James Clear
4. **High Performance Habits** by Brendon Burchard



COMMUNICATION SKILLS

1. **Crucial Conversations** by Joseph Grenny, Kerry Patterson, Ron McMillan and Al Switzler
2. **How To Win Friends & Influence People** by Dale Carnegie Lencioni
3. **5 Voices** by Kubicek and Cockram
4. **Skill with People** by Les Giblin



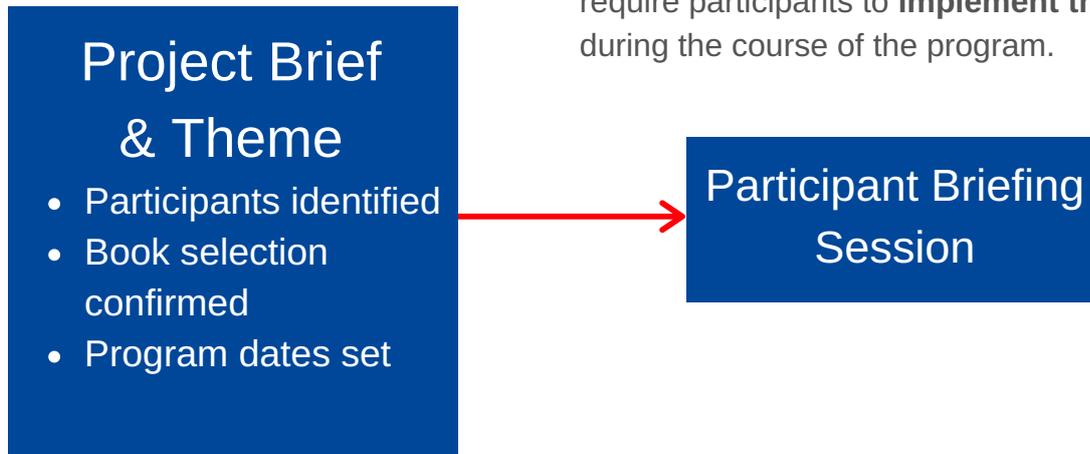
MOTIVATION & TEAM BUILDING

1. **Start With Why** by Simon Sinek
2. **The Five Dysfunctions of a Team** by Patrick Lencioni
3. **Grit** by Angela Duckworth
4. **The 5 Languages of Appreciation in the Workplace** by Gary Chapman

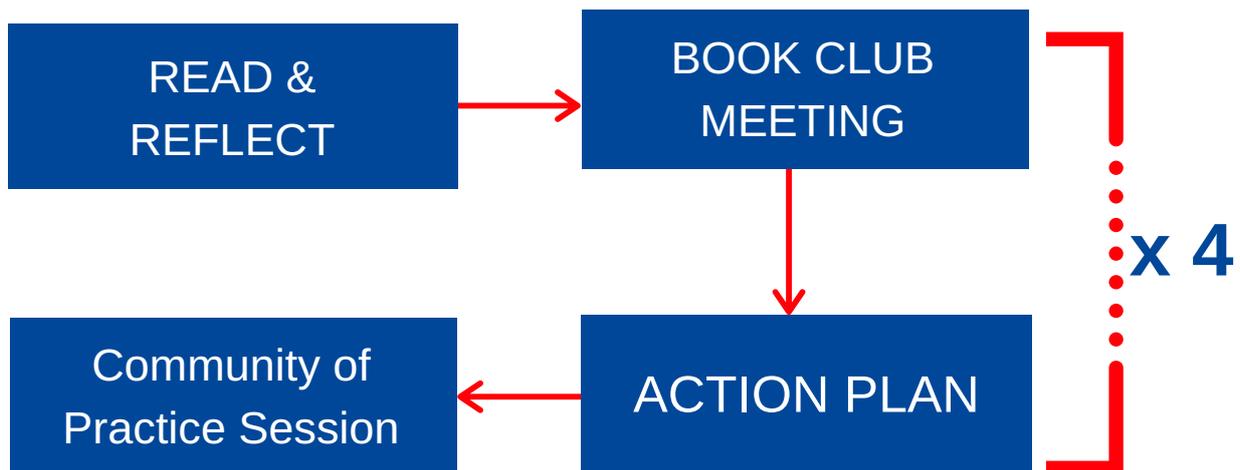
PDBC PROGRAM STEPS

STAGE 1:

This program is designed to be **practical** and will require participants to **implement their learning** during the course of the program.



STAGE 2:



STAGE 3:



This program is perfect for:

- Teams
- Management Teams
- Shift Supervisors
- High potential employees identified as future leaders

PROGRAM INCLUSIONS

Pre-Program Set Up:

We will meet to determine the skills and topics required and identified participants. To help this process interviews or questionnaires can be administered.

Resources:

- The Books

4 x Selected professional development books

- Reflective Journal

Participants will be guided in note taking and capturing reflections and insights

- Action Plan Templates

From reading participants will devise and submit an action plan

- Extras

Throughout the course of the program, and depending on the book selection and topics, extra resources will be shared with the participants. These could include articles, TED / TEDx videos, other recommended reading, etc.

4 x Book Club Meetings:

90 minute facilitated book club meeting sharing insights and learning from the book, as well as sharing determined actions to be implemented.

Each book club meeting will be recorded and participants will have access to the recordings for reference.

4 x Community of Practice Sessions:

90 minute facilitated group call to track action plan implementation progress. A blend of coaching, training and mentoring, this call complements the learning experience, strengthens the network amongst the participants, and provides a valuable platform for sharing learning and practising skills.

Debrief, Results and Recommendations Meeting:

We will meet to discuss the outcome of the program and what your team may need going forward.

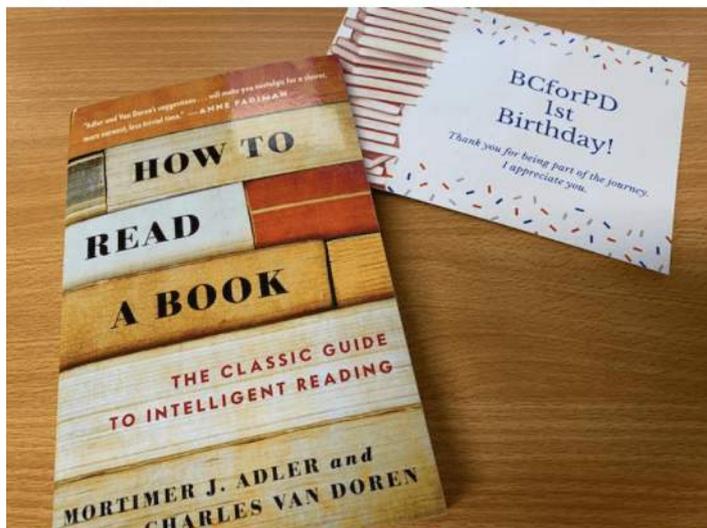
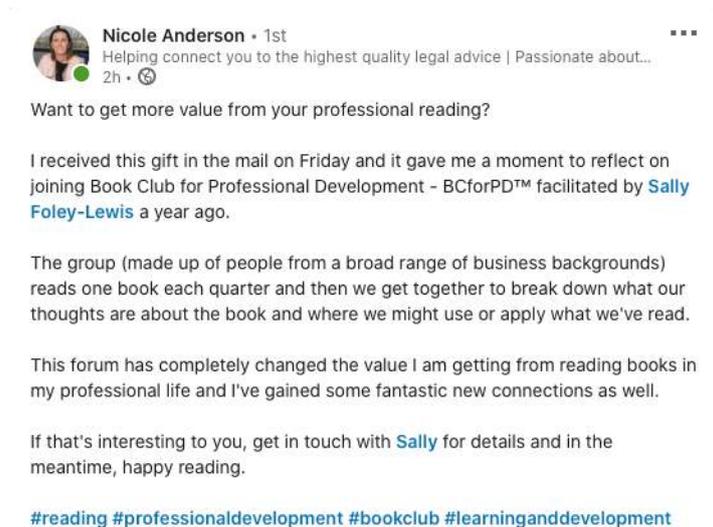
TESTIMONIALS

Nicole Anderson, General Manager, Bell Legal Group

- "The BCforPD has been a game changer for the "how" of my reading professional development books. Having a ready group that is engaged in the content has helped me distill my thinking and make real practical use of what I have read. Quite simply - I love the concept, am enjoying the conversation and getting more benefit from my non-fiction reading than I ever have."

Jo Hassan, Vitality Expert

- "Many of us have extensive home libraries - I certainly do. Even in this age of technology I like to connect with a real paper version of a book and have it there to refer to. There are many book clubs around for fiction but I hadn't come across one for professional development before Sally Foley-Lewis created this one. We vote on the choice to read from a selection that is always good and the dialogue around "the" book is always interesting and varied. I'm enjoying hearing other points of view and have even gone back to re-read a book with a different lens after one of our discussions."



FAQs

How long is the full program?

- The full program, excluding our pre- and post meetings, will be 12 months and can be shortened or lengthened depending on your requirements.

How do we select participants?

- It's advisable to have similar roles participating in the one book club, for example, one cohort of managers undertaking the program, or one cohort of operational staff. This will help in topic and book selection.
- More than one book club can be delivered at a time.
- Participants may already be identified, such as those who are on a leadership fast track. Alternatively, a program like this can prove popular, so an application process might also be viable.

How can we measure success or a ROI?

- A pre-program questionnaire can determine where your employees are at prior to the program starting, so a post-program assessment will give you a measure of success. I will be delighted to conduct post-program interviews to gauge each person's ROI.
- The program completion session will be an informal wrap up of the 12 month program where each participant will be asked to share their own development journey.
- Extending the book club concept to include action plans and community of practice ensures learning is implemented.

What if development issues arise during the program?

- If at any time it becomes clear that one or any employees may need some further skill development or support this will be raised with you and we can discuss options for going forward.
- Research shows that blending programs - skills training and coaching - leads to true behaviour change:
 - 95% behaviour transfer achieved by on-the-job coaching and feedback versus just 21% with training only. (Source: Bruce Joyce and Beverley Showers who published Improving inservice training).

Other Questions

- My goal is to skill and guide your people to reach their potential. If you want to discuss variations to the program or have any questions, please do reach out if you have any questions.

SALLY FOLEY-LEWIS PROFILE

Sally boosts productivity by helping managers achieve their goals and master their leadership skills. Obsessed with productive leadership, Sally positively impacts results, confidence, effectiveness for individuals and teams. When productivity is optimised, business thrives.

- 2020 Breakthrough Speaker of the Year - Professional Speakers Australia
- Champion Sole Trader in the 2019 Australian Small Business Champion Awards
- 2019 Finalist Australian Learning Professional of the Year
- 2019 Bronze Stevie International Business Award
- Named in the 25 LinkedIn Top Voices for Australia for 2018

She blends 20+ years of working with a diverse range of people and industries in Germany, the Middle East, Asia, and all across Australia, with exceptional qualifications; a wicked sense of humour and an ability to make people feel at ease, she's your first choice for mastering skills and achieving results.

Sally is a dynamic and interactive presenter, MC, and much sought after facilitator and executive coach. Sally's clients rave about her. She leaves the audience ready to take action.

EDUCATION

- Master of Business Administration
- Graduate Diploma in Management
- BA Leisure Studies
- Diploma in Career Guidance
- Cert IV Workplace Training & Assessment
- Certificate in Executive Coaching
- Certificate in Coaching Skills





SALLY FOLEY-LEWIS
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t: 07 3289 1409 m: 0401 442 464

NEXT STEPS

1. Let's schedule a meeting to discuss topics and participants.
 - a. We may undertake some deeper diagnostic work.
 - b. Once the topics are confirmed the book selection process will then be confirmed.
2. A confirmation will be sent with terms and conditions, including 50% deposit invoice.
3. Once the deposit is paid the program pre-work will commence.
4. The balance invoice will be sent once the first reading quarter is underway.

If you have any questions please do reach out to me on 0401 442 464, 07 3289 1409 or sally@sallyfoleylewis.com.

I look forward to working with you and your team in this exciting learning experience.

Yours sincerely

Sally Foley-Lewis