

I Am Here **Certified Leadership Series**

Participant Workbook



Welcome to the Leadership Series

This workbook is designed to help you reflect, engage, and apply key leadership principles throughout the **I Am Here** Leadership Series. Use this space to capture insights, set personal goals, and track progress.

To make the most of this series, here are some tips to help you along the way:

- Print or save this workbook to keep track of your notes and learning.
- Record your notes during or at the end of each module.
- Share your progress and insights by commenting on our LinkedIn or Instagram pages. You can also email them to hello@iamheretribe.com.
- Complete this series with a colleague or friend to create accountability and help embed the learning.

So glad you can join us.

Remember

Leadership isn't about position—it's about action.



Series Outline



Module One: Creating a Safe Space for High-Performance

Psychological safety fuels high-performing teams. Learn how fostering open communication and authenticity boosts collaboration, creativity, and problem-solving—driving faster, more effective results.



Module Two: Organisational Clarity- Aligning Vision and Purpose

Thriving organisations need clarity. This module reinforces Safe Space by aligning success, values, roles, and priorities—bridging gaps and fostering a shared purpose.



Module Three: Core Values as the Cornerstone of Success

An organisation's core values are more than words—they guide decision-making, relationships, and performance. This module explores how embedding values into the workplace strengthens team cohesion, minimises conflict, and enhances long-term success.



Module Four: The Power of Relationships in Leadership

The strength of our workplace relationships directly influences success, innovation, and resilience. This module delves into the impact of strong professional relationships, the risks of neglecting them, and practical ways to foster trust, collaboration, and meaningful connections.



Module Five: Sustaining Leadership Excellence—Embedding and Evolving

True leadership impact lasts beyond the training room. This final module consolidates key takeaways, shares real-world success stories, and provides best practices for long-term success. Participants will craft a strategic action plan to embed these principles into their leadership approach, ensuring lasting cultural and performance improvements.

Course Structure

The Leadership series runs over six months. Its goal is to support real-world applications by practising and embedding learning in the workplace.

The series includes:

- Pre- and post-survey
- Five virtual, live facilitated sessions, each 90 mins
- **I Am Here** Leaders Journal
- Creation of a strategic action plan to apply learning

Module One

Creating a Safe Space for High-Performance

Learning Objective: Understand psychological safety and how it enhances team performance.

Reflection Questions

1. On a scale of 1-7, how good is your organisation at fostering a safe and open work environment?
2. What challenges are faced in promoting psychological safety?
3. What are 2 or 3 things that could be done to build an even better psychologically safe work environment in your organisation?
4. What will you do to progress this?

Notes



Module One

Creating a Safe Space for High-Performance

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Module Two

Organisational Clarity - Aligning Vision and Purpose

Learning Objective: Develop clear alignment between values, roles, and organisational priorities.

Clarity Self-Assessment

1. On a scale of 1-10, how clear are your team's goals and vision?
2. How do we keep people connected to the vision and goals?
3. Are people clear on their core job responsibilities?
4. Identify one area where communication could improve within your team.

Notes

Module Two

Organisational Clarity - Aligning Vision and Purpose

Notes



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Organisational Clarity - Aligning Vision and Purpose

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Module Three

Core Values as the Cornerstone of Success

Learning Objective: Strengthen team cohesion by embedding values into everyday decision-making.

Reflection Questions

1. What are your organisation's core values? List them.
2. Would they pass the 'Wall Test'?
3. Are people connected to these in terms of role specific behaviors?
4. How do these values show up in your daily work?

Notes



Module Three

Core Values as the Cornerstone of Success

Notes

Module Three

Core Values as the Cornerstone of Success

Notes

Module Four

The Power of Relationships in Leadership

Learning Objective: Foster trust, collaboration, and strong professional relationships.

Relationship Audit

1. If you had 2/3 key relationships in the organisation, who would they be with?
2. For what reason did you pick those 2/3?
3. On a scale of 1-10, how effective would you rate each of these relationships? (1= poor, 10= outstanding)
4. What could you do to improve each of these scores?

Notes

Module Four

The Power of Relationships in Leadership

Notes



Module Four

The Power of Relationships in Leadership

Notes

Module Five

Sustaining Embedding and Evolving

Learning Objective: Apply leadership principles for long-term impact.

Personal Leadership Plan

1. What are the three most important lessons you've learned in this series?
2. How will you apply these lessons in your role over the next six months?
3. Who will hold you accountable for continued leadership growth?

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Module Five

Sustaining Embedding and Evolving

Notes

Module Five

Sustaining Embedding and Evolving

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Possible Action Steps

- List two strategies you will implement to enhance psychological safety in your workplace.
- Identify an accountability partner to support your growth in this area.
- Define one concrete way you will reinforce team clarity in your role.
- Draft a one-paragraph personal leadership vision statement.
- Identify one core value you want to embody more consistently in your leadership.
- Brainstorm three practical ways to bring this value into your team culture.
- Schedule a one-on-one conversation with a team member to build rapport.
- Practice active listening in your next leadership meeting.
- Write a commitment statement summarising your leadership growth plan.
- Identify three milestones to measure your progress over the next six months.

Congratulations

Congratulations on completing this leadership journey. Continue to use this workbook as a personal development tool and revisit your commitments regularly.

Please complete this short survey to register for completion and receive your Certificate. Access it via the QR code or link below.



[Survey](#)

Have questions?

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