RISE Planner

Your leadership journey will require planning and organization, requiring you to stop and think about your career and life direction. OTML is here to help you with this process.

Session A

ME Module Journey

"We cannot change what we are not aware of, and once we are aware, we cannot help but change" – Sheryl Sanberg

RISE Participant Name:

Week 1

My planning for the week

Instructions: Each week you will need to plan out how you are going to organise your time and balance your different commitments.

- **Diarise Program Dates:**

RISE Overview & Welcome Session
Session A – May 3rd, 12:00 – 1:30pm

RISE Facilitated Session 1: (Activity 1, 2, 3 Review)
Session A – May 26th 12:00 – 1:30pm

RISE Facilitated Session 2: (Activity 4, 5, 6 Review)
Session A – 17th of June, 12:00 – 1:30pm

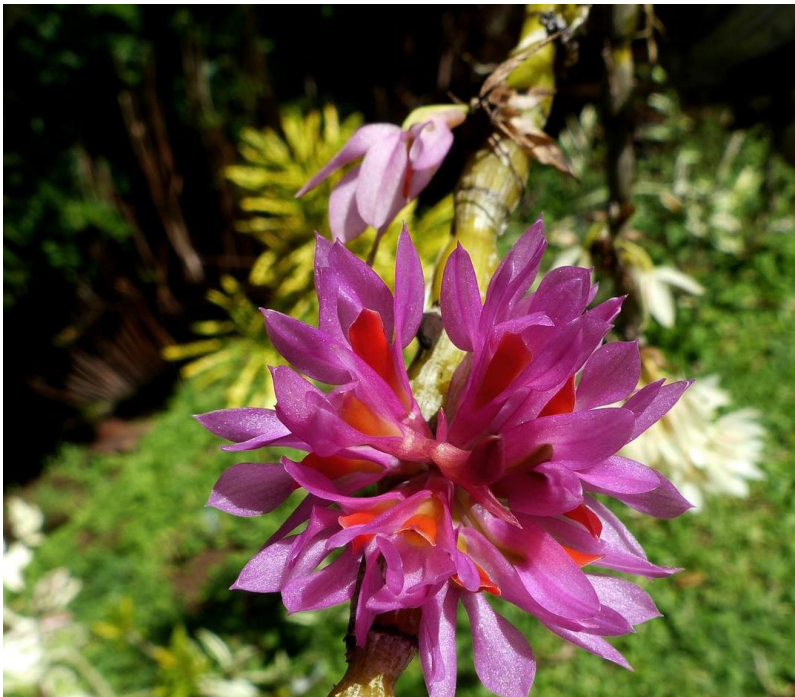
RISE Facilitated Session 3: (Activity 7, 8, 9 Review)
Session A – 5th of July, 12:00 – 1:30pm

RISE Coaching:
June 1st to 3rd
OR
July 5th – 7th

- Allocate time to meet with my RISE mentor
- Check email for login details to online platform
- Log onto online platform - https://miningleaders.com.au/lessons/rise-overview/
- Write email to line manager that explains participation in program

Time Management Tips

1. **Own your time: In the morning, resist checking your email until you have achieved one important task.**
2. **Recognise your limitations: We can't work for long period of time and maintain a high level of performance. We need sleep, exercise and breaks to remain productive.**
3. **Reflect on how you can use your time today in a way that makes more time tomorrow e.g., can you delegate a task, create a tutorial video for your team members etc.**



- Access RISE Teams' channel
- Book into a study/access help session

Instructions: At the end of each week of the RISE program you can monitor your progress using the following checklists:

My weekly checklist

I have diarised the program dates:	☐
I have met with my RISE mentor	☐
I sent an email to my line manager	☐
I attended the RISE welcome session	☐
I logged onto the module	☐
Select a RISE project and discuss with mentor	☐

My Reflections for the week

Instructions: In future weeks you will reflect on your learnings in the RISE program in this workbook. You can discuss these reflections during coaching sessions with Rosemary.

Week 2

My planning for the week

- Allocate time to work on RISE online module - https://miningleaders.com.au/lessons/rise-overview/
- Check for updates/information on the RISE Team's channel.
- Book into a study session.

My Reflections for the week

- Start the Stop & Think Reflections on page 10 of this workbook that relate to activity 1, 2, 3 in the online module (**IMPORTANT:** Complete online module questions prior to workbook activities)

My weekly checklist

Begin working on activity 1,2,3 on online module	☐
I have completed my reflections for the week	☐

Week 3 & 4

My planning for the week

- Accept Teams invite to Facilitated Session 1A on May 26th.
- Allocate time to work on online module activities – 1, 2, 3
- If you have chosen to participate in the first round of coaching sessions, book into your coaching session using the link on the RISE Microsoft Teams channel.
- Allocate time to meet with mentor
- Session 1A Attendees: Check that there is a Microsoft Teams invite your calendar for coaching for 45 minutes sometime between the 1st and 3rd of June.

My Reflections for the week

- Session A - Complete HPI Check In activities on page 12 of workbook (IMPORTANT: Complete online module questions prior to workbook activities).

My weekly checklist

I have completed Activity 1, 2, 3 on online module	☐
I have attended the facilitated session	☐
I have completed my reflections for the week	☐
I have booked into a coaching session	☐
I have started working on activities 4,5 & 6	

Week 5 & 6

My planning for the week

- Allocate time to work on activities 4,5,6 in the online module.
- Check that Microsoft Teams invite for coaching session with Rosemary is in calendar.
- Check for Facilitated Session 2A facilitated session invite for June 9th from 12 – 1:30pm.
- Check for Mentoring Workshop invite for the 8th of June from 12:30 – 3:30pm.

My reflections for the week

- Session A: Complete Module 1 reflections on page 10 of this workbook that relate to activity 4, 5, 6 in the online module (**IMPORTANT:** Complete online module questions prior to workbook activities)

My weekly checklist

I have completed activity 4,5,6 in the online module	☐
I have attended a coaching session	☐
I have completed my reflections for the week	☐
I have attended a facilitated session	☐

Week 7 & 8

My planning for the week

- Allocate time to work on activities 7,8,9 in the online module.
- Schedule a time with mentor to discuss project.

My reflections for the week

- Complete Module 1 reflections on page 10 of this workbook that relate to activity 7, 8, 9 in the online module (**IMPORTANT:** Complete online module questions prior to workbook activities)

My weekly checklist

I have started work on activity 4,5,6 in the online module (Session A)	☐
I have discussed my proposed project topic with my mentor	☐
I have completed my reflections for the week	☐

Week 9

My planning for the week

- Allocate time to work on activities 7, 8, 9.
- Accept invite for the Facilitated Session 3A on the 5th of July at 12:00 – 1:30pm
- Check with Laine that I have finished all of the required activities in Module 1.

My reflections for the week

- Session A: Complete Module 1 reflections on page 14 of this workbook that relate to activity 7, 8, 9 in the online module (**IMPORTANT:** Complete online module questions prior to workbook activities)

My weekly checklist

I have discussed my RISE project with my mentor	☐
I have attended the facilitated session(s)	☐
I have completed my reflections for the week	☐
I have completed Module 1	☐

Stop & Think

The following activities relate to activities 1,2,3 in the online module

A) What motivates you to RISE?

B) What motivates you to change your behaviours, habits, or current lifestyle?

What do I want to achieve from completing my RISE project?

A) When I reflect on my life and career plan, what do I want my life and work to be like in 5 -10 years?

B) What do I want my life and work to be like in three years?

C) What are the goals and actions I am going to take in 2022 to help me get there?

HPI Check In

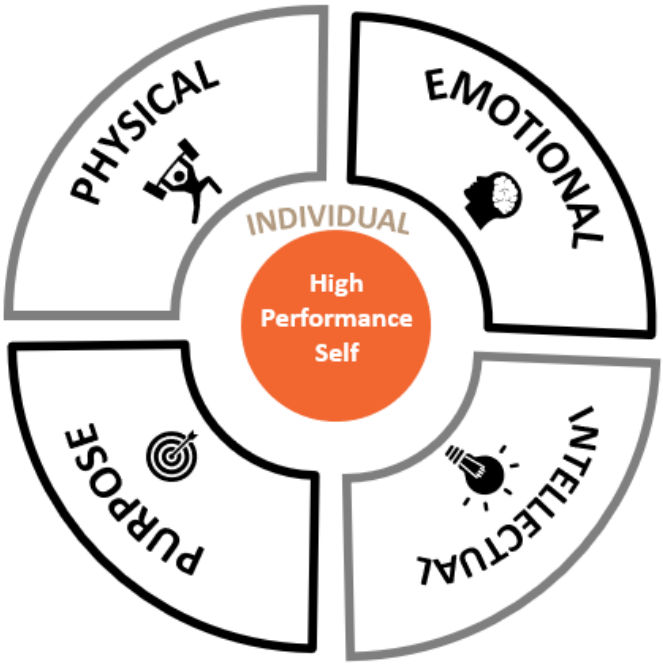
A) What are my key challenges:

- at work
- at home

B) What actions am I going to take to overcome these obstacles?

The following activities relate to activities 4, 5, 6 in the online module

When a goal aligns with the High Performance Index (refer to image), you can begin to build your level of resilience and performance. These daily actions may seem simple but when enacted over time we can begin to create meaningful change in our lives. In the activity below, tick off which days during this module you engaged in a action or goal that supported your wellbeing:



How do you rate yourself at the moment, given where you want to be in your life?

1 2 3 4 5

Which area are you going to deliberately work on in Module 1? Perhaps the area of wellbeing that has the lowest ratings.

What is your goal to achieve in Module 1? What specific actions are you going to take to achieve your goals?

June 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Number of days I deliberately worked on my selected High Performance Area capacity was improved in June:

July 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Number of days my selected High Performance Area capacity was improved in July:

My key strengths – what are they? How am I going to use them more effectively?

My weaknesses – what areas of weakness do I need to address to be a more effective leader at OTML? What action/s am I going to take in Module 1 to improve myself in this regard.

Module Review

The following activities relate to activities 7,8,9 in the online module

What are the main things you learned from the facilitated sessions and module content?

What did you learn from your mentor and/or coaching session?

What are the main things you learned from researching your RISE project topic?

How will you continue to practice one or more of these learnings over the next few weeks as you embark on RISE Module 2?

Outline the key skills & capabilities the RISE Module has developed

On the following diagram, circle which capabilities you worked on in Module 1: