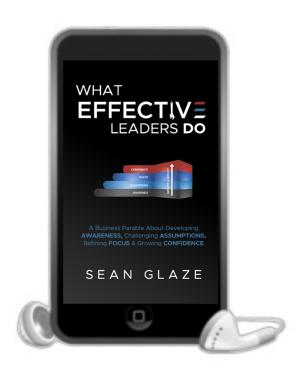
WHAT EFFECTIVE LEADERS DO

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JENN'S NOTEBOOK OF VISUAL REMINDERS

THIS COLLECTION OF IMAGES IS FOR PEOPLE WHO PURCHASED THE AUDIO VERSION OF THE BOOK, AND WANTED TO SEE THE MANY ILLUSTRATIONS THAT HELPED TO CLARIFY TONY'S LESSONS...



IF YOU WOULD LIKE TO PURCHASE THE BOOK, YOU CAN DO SO AT:

https://greatresultsteambuilding.net/what-effective-leaders-do-book/

The successful teamwork, culture, and productivity EVERY organization seeks are ALL symptoms of LEADERSHIP.

Businesses rise or fall based on the quality of LEADERS – and EVERY leader can become MORE EFFECTIVE.



Contact Sean!

Book Sean as a Speaker to Accelerate
the Growth of Your Team at Your
Next Corporate Event or Conference

Visit Him Online:

https://stickycultures.com

or

https://greatresultsteambuilding.net/



Jenn's Notebook of Visual Reminders

THE LADDER OF AWARENESS



THE CYCLE OF CULTURE



1. AWARENESS:

What are you noticing?

Q 2. BELIEFS:

What story are you telling?

3. BEHAVIORS:

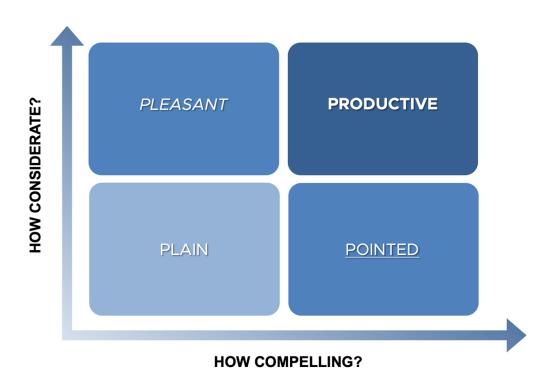
What are you doing?

4. EXPERIENCES:

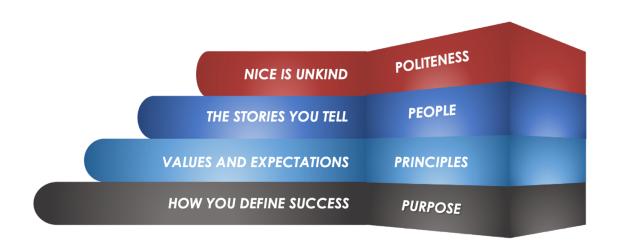
What are your results?

THE INTERACTION MATRIX FOR EFFECTIVE LEADERS

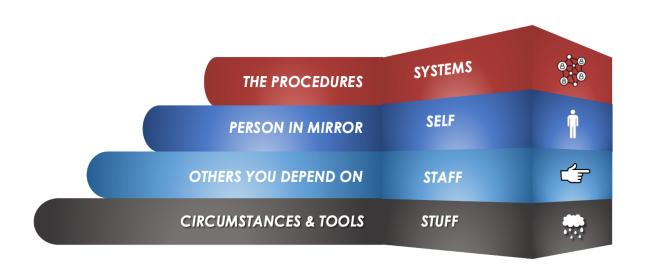
INTERACTION MATRIX FOR EFFECTIVE LEADERS



ASSUMPTIONS TO QUESTION

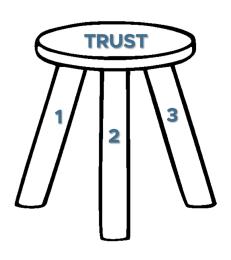


THE EVOLUTION OF FOCUS



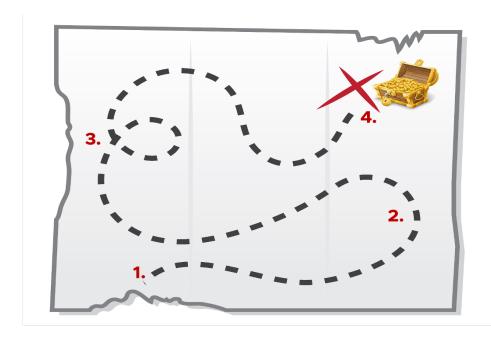
10

THE 3-LEGGED STOOL OF TRUST



- 1 COMPETENCE
- 2 CONCERN FOR OTHERS
- 3 COMMITMENTS KEPT

1 ON 1 CONVERSATION MAP



- 1. CONNECTION (10 min)
 FOCUS ON THEM AND WHAT IS ON THEIR MIND
- 2. CHALLENGES (10 min)
 - IDENTIFY PROGRESS AND OBSTACLES OR ISSUES
- 3. CLARITY (5 min)
 GET THEIR IDEAS ABOUT OPTIONS AND NEXT STEPS
- 4. COMMITMENT (5 min)
 DEFINE WHO WILL DO WHAT AND BY WHEN

THE POINT FEEDBACK MODEL

- P = PREPARE WITH PERMISSION & PURPOSE
- **O = OBJECTIVELY** DESCRIBE THE BEHAVIOR
- I = IDENTIFY THE IMPACT ON TEAM
- N = NEGOTIATE NEXT STEPS
- T = TRACK THEIR PROGRESS



TEAM OPERATING INSTRUCTIONS

TEAM MEMBER OPERATING INSTRUCTIONS Name ______ Birthday ___/___/ 1 - What are 2 of your strengths as a team member? 2 - What are your preferred times for team communication? 3- What is the best way to contact you during the day? 4 - What is the most effective way to give you feedback? 5 - How do you prefer to be recognized for doing great work? 6 - What is something the team should know about you that has sometimes been misunderstood by your previous coworkers? 7 - What is something you need that you're not getting enough of? 8 - What is something you struggle with at times? 9 - What is your favorite snack food and candy? 10 - What is a pet peeve of yours that the team should know about? 11 - What is something someone could do to make your day better? 12 - Why are you excited about being part of this team?

GROW YOURSELF WITH REFLECTION, FEEDBACK, AND COACHING

IMPROVE YOURSELF BY IMPROVING YOUR QUESTIONS

"WHY...?" USUALLY LOOKS BACK TO CRITICIZE

"WHAT...?" & "HOW...?" LOOK AHEAD TO SOLUTIONS

EXAMPLE REFLECTION QUESTIONS: (you ask yourself)

- HOW CAN I BETTER HELP MY PEOPLE ACHIEVE THEIR GOALS?
- WHAT PART OF MY LEADERSHIP LED TO THAT RESULT?
- WHAT MIGHT BE GOING ON FROM THEIR PERSPECTIVE?

EXAMPLE FEEDBACK QUESTIONS: (you ask others)

- WHAT 2 THINGS SHOULD I KNOW ABOUT YOU TO LEAD YOU BETTER?
- HOW HAS MY LEADERSHIP MADE THINGS MORE DIFFICULT FOR US?
- WHAT SMALL HABIT COULD I CHANGE TO BE A BETTER LEADER?

EXAMPLE COACHING QUESTIONS: (others ask you)

- WHAT IS THE ONE ACTIVITY THAT WOULD HAVE THE MOST POSITIVE IMPACT ON YOUR PRODUCTIVITY OR RESULTS?
- HOW MUCH TIME ARE YOU SPENDING ON THAT ACTIVITY EACH DAY?
 (AND HOW MUCH TIME SHOULD YOU BE SPENDING EACH DAY?)
- WHAT WOULD YOU NEED TO BELIEVE TO COMMIT TO DOING IT?

THREE STEPS FOR IMPLEMENTING SYSTEMS ON YOUR TEAM



MY STARTING FIVE: AN EFFECTIVE TO-DO LIST OF PRIORITIES

Date	Next Goal	
Priority (#1-5)	Activity to Complete	Completed?
	12	71
	X	/ 3/1
		- 1
	9	3 7
bench		
bench	·	
bench		
bench	6	
bench		
bench		
bench		

DELEGATION T.I.M.E.

Follow this simple conversation structure to quickly prepare for delegation conversations with your team. It's a system designed to be completed in under ten minutes, helping you ensure clarity as you develop your people!		
T.I.M.E.	FOR DEVELOPING YOUR PEOPLE	
	THE IMPORTANT TASK:	
THE TASK IS:		
	THE INDIVIDUAL:	
I CHOSE YOU	BECAUSE:	
	E IMPORTANT METRICS OMPLETED BY:	
WHAT GOOD		
WHAT GREAT	LOOKS LIKE:	
	ITH RESOURCES AND EVALUATE: MAY FIND HELPFUL:	
PEOPLE YOU	MAY FIND HELPFUL:	
OUR NEXT PR	OGRESS CHECK-IN WILL BE:	

A TEAM MEETING TEMPLATE THAT DOESN'T SUCK

Date:	Time:	Place:
OURI	MISSION: (why we exist)	OUR NORMS: (team standards) 1. 2. 3. 4.
1	<u>"S MEETING OBJECTIVES:</u>	
		VITY OR QUESTION: orable travel experience?"
Person: Reason:	<u>CELEBRATION OF</u>	VALUES IN ACTION:
	ENDA (INVITE CONTRIBUTION C	OF OPINIONS FOR EACH): Action Required
:00 -		•
:15 -		
:40 -		•
	IG: DATE: TIME:	
<u>NEXT MEETIN</u>		
	NTS: (WHO WILL DO WHAT BY W	VHEN?)
	NTS: (WHO WILL DO WHAT BY N	VHEN?)

THE STEPS TO CONFIDENCE



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About the Author

Sean Glaze is a sought-after leadership and workplace culture speaker, who gained valuable insights on turning talent into teamwork as a successful basketball coach – and now he travels around the country to share those actionable lessons.

Sean's engaging <u>conference leadership keynotes</u> and custom <u>team</u> <u>building programs</u> have helped clients like Cisco, John Deere, the CDC, and Emory University to increase collaboration, boost productivity, and build <u>Sticky Cultures</u> that inspire more profitable teamwork.

Sean's books, <u>Rapid Teamwork</u>, <u>What Effective Leaders DO</u>, <u>The 10</u> <u>Commandments of Winning Teammates</u>, and <u>Staying Coachable</u> are entertaining parables that accelerate the growth of leaders and teams!



Also by Sean



Rapid Teamwork tells the story of Greg Sharpe, a manager that readers can easily relate to. Greg's team has been underachieving and struggling with a few issues – but as a leader, he is unsure how to transform his group into a cohesive team.

What he and his executive team experience during an unusual rafting retreat is a series of lessons on how to become a more productive team quickly – creating a stronger, more unified workforce.



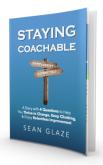
The Unexpected Leader is a parable that illustrates the importance of leading from where you are, regardless of title. It follows Matthew, a high school athlete, as he learns the power of vision, the impact of his words, and the influence that one person can have on their team. This is a story that shares five steps that will inspire individuals to step up and lead during difficulty or change with intention and enthusiasm.

Also by Sean



The 10 Commandments of Winning Teammates is the story of Nick Turner, a talented employee who finds himself changing jobs – again.

As he travels to his new job, he has a series of interesting interactions that illustrate the importance of the 10 commandments his coach had emphasized years earlier. The ten lessons that Nick benefits from during his journey to his next job will inspire you to be a winning teammate – regardless of the industry you work in.



Staying Coachable tells the story of Wallace and Max Cooper, a father and son who are both experiencing the challenges of change.

What they learn from an unlikely mentor about a commitment to climbing will empower and equip you for relentless growth! This is a story that shares four questions that will inspire individuals to step up and lead during difficulty or change with intention and enthusiasm.

Also by Sean



The Inspiring Interactions team building handbook is a DIY guide for leaders who want specific activities to engage their team.

If you want to organize and facilitate your own team building challenges and discussion at your next meeting, or if you simply want to maintain the momentum that a fun team building program or keynote has created, grab your own collection of memorable interactive ideas and instructions!



The Effective Leaders Awareness Journal provides you with daily reflection prompts and activities to grow yourself so that you have more positive impact on your team.

Becoming more effective as a leader requires continuous growth, self- awareness, and the ability to adapt and respond to new challenges – and one of the most powerful tools that can significantly accelerate leadership growth and development is the practice of reflection.

CONTACT SEAN!

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