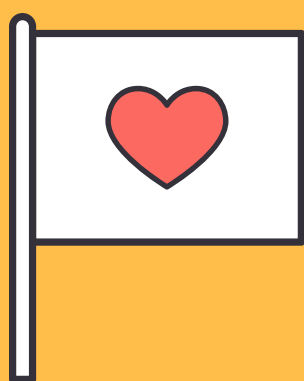


5

Leadership behaviors you can start today



APPRECIATE YOUR EMPLOYEES

Most employees are under-appreciated. If you catch your employees doing something well, tell them.

3 ways you can do this today

- 1) Walk over to their desk and tell them in person.
- 2) Send an email to them and copy your manager and team
- 3) Pro tip: Send email (#2) & follow-up with a hand-written note



PRACTICE BETTER LISTENING

Influential leaders practice talking less and listening more.

3 ways you can become a better listener today

- 1) Become curious and start asking more questions
- 2) Suspend your judgement/opinion for another couple of seconds.
- 3) Go on mute and allow the other person space to communicate.



ASK MORE QUESTIONS

Influential leaders use the power of questions to gain clarity and influence.

3 open ended questions you can start asking today

- 1) How are you going to approach this situation?
- 2) Can you tell me what's preventing you from moving forward?
- 3) What can you do differently next time?.



DISCOVER YOUR BLINDSPOTS

One way to learn what's preventing you from reaching your goals is identifying them.

3 questions you can ask your team or trusted colleague

- 1) What would you like me to start doing more?
- 2) What would you like me to stop doing or doing less?
- 3) What would you like me to continue doing?



COACH YOUR TEAM

One effective way to increase your team's performance is by coaching them. Encourage your employees to find out answers to the following 4 areas.

- GOAL: What is the goal your employee wants to accomplish?
- REALITY: How far/close are they from their goal right now?
- OPTIONS: What options do they have to achieve their goal?
- WILL: What actions will they take to achieve their goal?