

ACHIEVE

TRAINING CENTRE

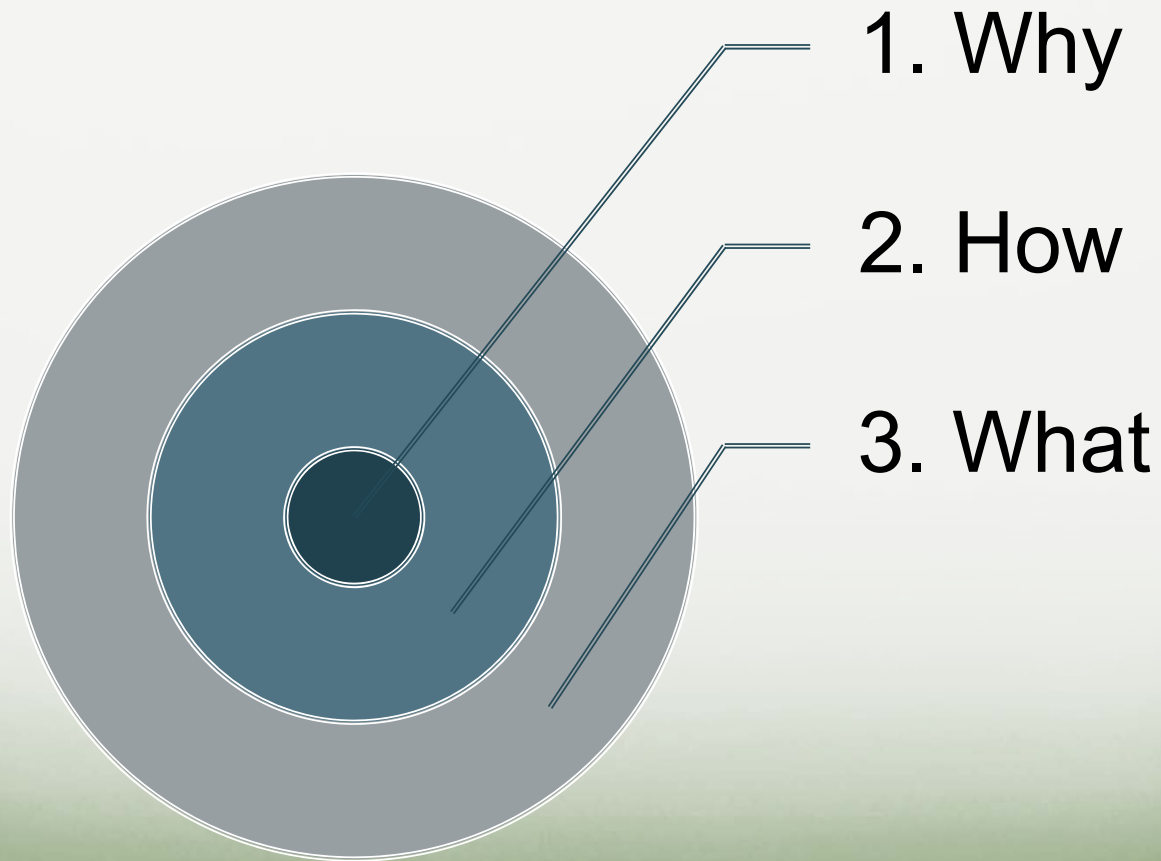
CORE COMPETENCIES FOR EFFECTIVE LEADERSHIP

Trainer: Michael Bevan

DEFINITIONS

- **Management** – Internal focus on people and processes
- **Individual Leadership** – Influencing others
- **Organizational Leadership** – External focus on who we are in the world (purpose, vision, values, future)

START AT THE CORE



Adapted from: Simon Sinek, "*Start with Why*"

OUR 'WHY'

- At ACHIEVE, we believe that as people learn and grow, their lives get better
- We help them learn and grow by providing exceptional professional development
- We do this through our interactive, thought provoking workshops, webinars and consulting services

THREE ESSENTIAL MOTIVATORS

- Autonomy – have some ability to influence my path
- Mastery – getting better at something (progress)
- Purpose – connecting to the ‘why’

Adapted from: Daniel Pink, “*Drive*”

CORE COMPETENCIES

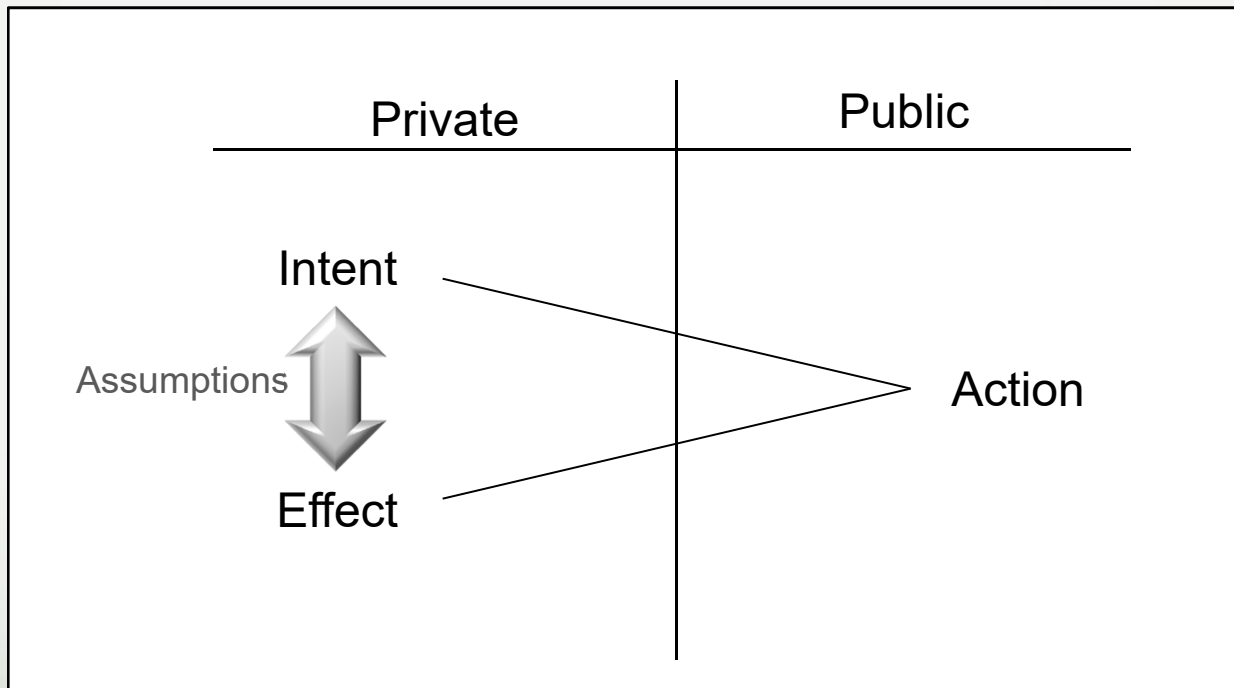
Three Categories:

1. Mindset
2. Tasks
3. Skills

MINDSET

- 1. Shift Judgement to Curiosity**
2. Project Calmness and Optimism
3. Be Credible and Trustworthy
4. Know that You Set the Example
- 5. Expect and Ask for the Best**
6. Stay Focused (Don't Become Complacent)
7. Know Your Strengths and Those of Others

INTENT/ACTION/EFFECT



ASK FOR THE BEST

“It’s too easy...to put up with a few B players, and they then attract a few more B players, and soon you will even have some C players. I’ve learned that A players like to work only with other A players, which means you can’t indulge B players.”

- Steve Jobs

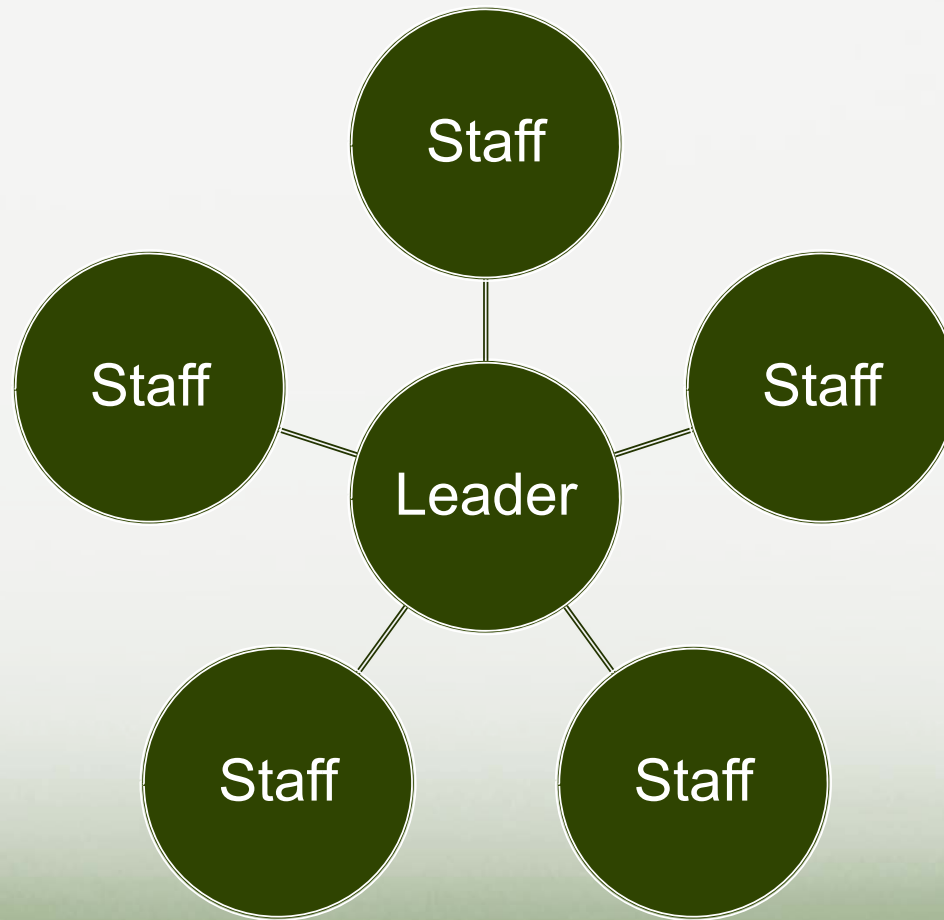
TASKS

1. Encourage Innovation
- 2. Measure Success**
3. Confirm Priorities
4. Anticipate Problems
5. Wander
6. Be a Resource
7. Spend Time Thinking
- 8. Build Connections**

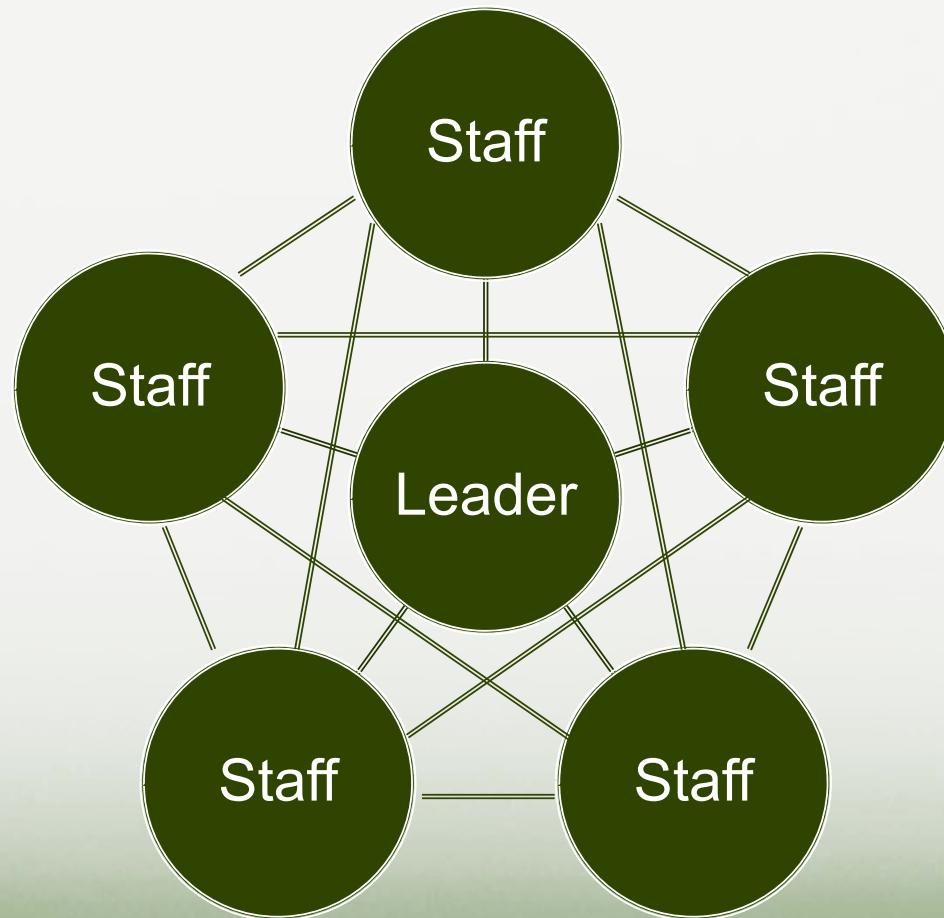
MEASUREMENT

- We must be able to see that we are progressing in our lives. If we don't, we feel stuck.
- How do the people you lead measure success in their jobs?
- How do they know if/how the organization is progressing?

BUILD CONNECTIONS NOT LIKE THIS



BUILD CONNECTIONS LIKE THIS



SKILLS

Skills:

1. Use Phone and Email Wisely
2. Set Goals and Benchmarks
3. Delegate
4. Ask Questions
5. Listen
6. Validate

GOOD LEADERS RUN GOOD MEETINGS

- Is a meeting really necessary?
 - Is discussion required?
 - Does a decision need to be made?
 - Are you sharing information?
- Who should be meeting?
 - Is input required by each and every attendee?
- Agenda & pre-work – ahead of time
 - Include time limits & parking lot

LEADING THE MEETING

- Ground rules – set expectations (cell phones? Etc.)
- Include many voices
- Clarify the decision making process
- Minutes – with action items

MEETING REFLECTION

- Remember to think about how the meeting went.
 - Could it have gone better?
 - What could you have done differently?
 - What will you keep in mind for next time?

FOR MORE TRY OUR OTHER COURSES

- Management – The Crucial Skills
- Coaching Strategies for Leaders
- Conflict Resolution Skills
- Managing Personalities: Myers Briggs for Leaders
- Emotional Intelligence: Value in the Workplace
- Intergenerational Communication in the Workplace
- Mediation – Facilitating Difficult Conversations
- Dealing with Difficult People

ADDITIONAL EVENTS AND RESOURCES

- Other Public Workshops
- On-site Training
- Live and Pre-recorded Webinars

- Blog Articles
- Free Monthly Webinar

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