

Preparation

- Send Team Member Fact Sheet – Have them fill out and send to me ahead of our meeting
- Send them mine filled out prior to meeting

Week 1 – Kick-off

1. Hand out books (bring books)
2. Around the room introductions
3. What you can expect – my methods and expectations
4. Activity – Quiz – Do you know your teammates?
5. Around the room sharing: I believe Leadership is . . .

Assignment

- Read Chapter 1
- Finish the statement: I believe leadership is . . . (3-7 short statements)
- Answer question: What strengths do I have as a leader? (3-7 short statements)
- Answer question: What part of being a leader is MOST challenging to me? (1-3 short statements)
- Watch Simon Sinek TED Talk – [How Great Leaders Inspire Action](#)

Week 2 – Review Chapter 1

1. Start: What part of this last chapter resonated with you? What questions arose for you?
2. Present back: I believe . . . statements around leadership
3. Pair up conversations: Strengths and challenges

Assignment

- Read Chapter 2
- Watch the YouTube video by [Scott Patchin – Leadership and the JoHari Window Part 1](#)
- Practice just observing and thinking about the people around you. Remember when observing you are just being more aware of what you see, it is not a passive activity, but an active way of experiencing your teammates, your leader, your team, and your own actions as a leader. Hint: Focus on one regular time together (team meetings, project meetings, or one-on-one time with your team/leader. Review these questions before the meeting, and then jot down some observations immediately following the meeting.
 - Observation 1: What are your people thinking about – Celebrations? Challenges?
 - Observation 2: What do you see yourself focused on – People or Task?
 - Observation 3: Looking through the JoHari Window Lens – What did you notice about your interactions with your team?

Week 3 – Review Chapter 2

1. Start: What part of this last chapter resonated with you? What questions arose for you?
2. Pairs/Threes – Share observations from your activity
 - Question: What did you learn about your leadership style? What did you learn about how your teams interact with each other? What is one
3. Large Group: Debrief observations – Discuss questions
4. Individual: What do you think you need to Keep DOING – START DOING because of what you observed?
5. Translate that goal into a PRACTICE for the week (first pass at SMART goals). (A practice is simply something you will commit to doing this week. An example is a simple statement like: *My commitment for the week is to include in all my one-on-ones the question – what is frustrating you now?*)

Assignment

- Read Chapter 3
- Watch YouTube video by [Daniel Pink – The Surprising Truth About What Motivates Us](#)
- Follow through on your commitment
- Answer these questions: For yourself and each of the people you lead or are teammates with:
 - What motivates me/them?
 - What threats are they really good at minimizing? How do you see them doing it?
 - For yourself: What threat to performance do you need to be more aware of and be more effective at minimizing it? What is one thing you could do to achieve that?

Week 4 – Review Chapter 3

1. Start: What part of this last chapter resonated with you? What questions arose for you?
2. Pairs/Threes – Share your practice for the week.
3. Debrief observations as a group – Discuss questions
 - What did we learn about making and following thru on commitments? What works and what barriers get in our way?
4. Group discussion: Go around the room and share feedback for each person on what Threat you see them managing well and what they are doing that they need to keep doing.
5. Group discussion: What is one Threat you need to be more aware of and why? What is one thing you could do to minimize that threat for yourself?
6. Translate that goal into another PRACTICE for the week. (A practice is simply something you will commit to doing this week. An example is a simple statement like: *My commitment for the week is to include in all my one-on-ones the question – what is frustrating you now?*)

Assignment

- Read Chapter 4

- First pass at a development plan / Action plan for you
- Individual work: What does my KEEP Doing / START Doing / STOP doing list look like? What are 3 KEEPS and 1 START/STOP that I will commit to?
- Review list of resources / actions at end of book – any fit into your KEEP / START / STOP goals?

Week 5 – Wrap-up / Graduation

1. Start: What part of this last chapter resonated with you? What questions arose for you?
2. Discuss questions people brought?
3. Workshop: Fill out development Plans and share (see attached)
4. Pair up: Using SMART Goals worksheet and conversation – translate KEEP doing and START/STOP doing items to action plans. Live EDIT session – How to make these work
5. Share final action plans and one takeaway from this study time together.
6. Share a review of the book on Amazon. 😊