

Team Building & Leadership

Tools to Create and Lead more Effective Teams

Presented by Balance Business Coaching

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- * Ever Been Managed?
- * How did it feel?
- * Ever Been Manipulated?
- * How did that feel?

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Descriptive Words for Good Leadership –



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Definitions of Leadership:

- * “A Leader is someone who sees something that needs to be done, and does it.”
- * A Leader is someone with a Vision who can Communicate the benefits of that Vision in a way that compels people to help achieve that Vision.

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Emphasis for today:

1. Communication
2. Empowerment

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- * “Seek first to understand, then be understood” Stephen R. Covey

Mistaking talking for listening

Do you ever wonder if you are listening sincerely?

When you often give one of the following replies when talking to someone, you are probably doing anything but listening:

- “I went through the very same thing. Let me tell you about my experience.”
- “Oh, I know exactly how you feel.”

How can you understand the other with a few words and reply with an entire story? Simple: you can't!

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Tool # 1 – “Acknowledgment”

Partner with someone near you.

2 minutes to tell them a story

Listener Acknowledges story

Switch roles and let them tell you a story

Acknowledge their story

What did it feel like to receive acknowledgement? To be acknowledged?

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Empowerment of Team Members focuses the power of the Team on solving problems.

Resistance vs. Receptivity.

Acknowledgement as Tool.

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- * Follow 5 Steps:
 - * Establish Baseline of Expectations and Goals
 - * Find Acknowledgement to prevent Resistance
 - * Create Lines of Support to promote Receptivity
 - * Communicate without Judgement
 - * Evaluate UP

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Tool # 2 – “Self Acknowledgement”

Write down 4 things from the last 24 hours that worked, no matter how big or small.

Write down 4 things from the last 24 hours that didn't work out or didn't work as well as hoped.

How do these actions make you feel?

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Tool # 3 – “Team Meetings”

Form groups of 2 – 5 (or more)

Each person tells the group what they deserve to be acknowledged for

Acknowledge each person

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Tool #4 – Strengths & Weaknesses

1. Ask Team, as a whole, “What Did We Do Well?”
2. Let the TEAM give 2 or 3 Answers.
3. Ask For a SINGLE Detail on EACH Answer.
4. Ask Team, “What Can WE Do Better?”
5. Choose ONE Answer and Ask Team, “What Opportunities Does This Present To Us?”

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Challenge

Write down a *MINIMUM* of 4 Accomplishments and 4 Things You Can Do Better.

Do This Each Day For 30 Days

Before Retiring for the night, Email This List To:
dmaccallum@BalCoach.com

REWARD

For each of you who Registers and Completes this Challenge for the ENTIRE 30 Days:

1. FOUR FREE 30 Minute Business Coaching Sessions When You Purchase Four 30 Minute Sessions
2. PLUS – An Option for UP TO Eight MORE 30 Minute Business Coaching Sessions at 25% OFF Customary Rates.

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