# Tips to Develop Your Personal Ownership Skills

## A SMARTER SOLUTION FOR A **SMARTER WORKFORCE**.

# **OWN IT. ACHIEVE IT. LEAD. REPEAT.**

As a leader, you drive success in your organization by owning your actions, taking control of your choices, and using personal ownership as a technique to inspire your team. Here are four tips to help you influence your team to succeed.



MARICOPA CORPORATE COLLEGE (MCOR) was established by the Maricopa Community Colleges to deliver high-impact training and development solutions for business, industry and government.





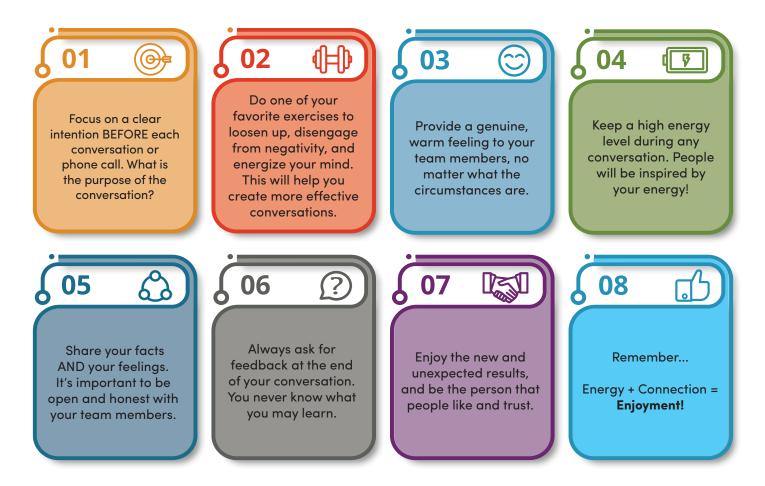
MARICOPA COMMUNITY COLLEGES maricopacorporate.com 480.377.2700



# Tips to Empower an Unstoppable Team

## A SMARTER SOLUTION FOR A **SMARTER WORKFORCE**.

**Empowering an Unstoppable Team** can be easily achieved through practical daily interactions between leaders and team members on a behavior level. Use these eight tips to boost your conversational energy, encourage open and honest dialogues within your team, and provide intention to everyday conversations. Watch your team thrive as you make these small changes to your day-to-day interactions.



**MARICOPA CORPORATE COLLEGE (MCOR)** was established by the Maricopa Community Colleges to deliver high-impact training and development solutions for business, industry and government.







maricopacorporate.com 480.377.2700



# Tips for Practicing Mindfulness at Work

### A SMARTER SOLUTION FOR A SMARTER WORKFORCE.

#### PAUSE BEFORE YOU START YOUR WORK

As soon as you sit at your desk, take a moment to pause and observe. Pay attention to your breath and your surroundings. Notice the small things you normally ignore—the material in your desk, the smell of your office, feel the temperature.

#### SET AN INTENTION BEFORE THE FIRST MEETING

To avoid entering a meeting with a wandering mind, take two minutes to practice mindfulness. You can do so while you're walking to the meeting. Even better, let the first two minutes of the meeting be silent, allowing everybody to arrive both physically and mentally.

#### HAVE A MINDFUL LUNCH

If you are eating lunch with others, use that opportunity to just listen to them without interrupting. Only speak if they prompt you to speak. If you are eating by yourself, then focus your entire attention on just eating, savoring every bit. Try looking at your smartphone before or after eating.

#### PREPARE FOR A MINDFUL COMMUTE HOME

As the day comes to an end and you start your commute home, for at least 5 minutes of the commute, turn off your phone, shut off the radio, and simply be. Let go of any thoughts and emotions that arise. See if you can focus only on your breath. Doing so will allow you to return home and be fully present with your family.

MARICOPA CORPORATE COLLEGE (MCOR) was established by the Maricopa Community Colleges to deliver high-impact training and development solutions for business, industry and government.





maricopacorporate.com
480.377.2700



## Things You Need to Know About Storytelling

## A SMARTER SOLUTION FOR A SMARTER WORKFORCE.

**Explore the art and practice of storytelling.** Storytelling is a great tool to have in the workplace and can be used as a training strategy, a way to enhance corporate community and messaging, and for personal development. This useful tool is a great way to equalize relationships in the workplace and create more meaningful connections with customers. Check out the three tips below to enhance the effectiveness of your storytelling techniques!

#### Use story structure to document change.

What makes stories distinct as a narrative form is that they document change, from a shift in perspective to a life-altering transformation. Consider structures like the 5 P's, the Inverted World, and How Something Came to Be.

#### Provide concrete images of moments in time.

To connect with listeners, make sure that your story is based in specific moments in time and that you are describing these moments. This will help your audience visualize your story and better connect with its message.

#### Connect with the listeners' hearts.

When you place concrete images in a story structure that documents change, you will evoke emotion in your listeners, allowing them to remember you and identify with your story more effectively.

images + structure = emotion

MARICOPA CORPORATE COLLEGE (MCOR) was established by the Maricopa Community Colleges to deliver high-impact training and development solutions for business, industry, and government.







SOUTH MOUNTAIN COMMUNITY COLLEGE A MARICOPA COMMUNITY COLLEGE



maricopacorporate.com 480.377.2700