

Embedding Leadership in Everything You Do

A PROGRAM OF SMALL TOWN LEADERSHIP

TOPIC 1: CRUCIAL CONVERSATIONS

FEEDBACK

- Feedback is a gift
- Give and receive with grace

TIPS on giving feedback:

- Do is SOON
- Be SPECIFIC
- Be DIRECT, yet KIND

Vulnerability sounds like truth and feels like courage.
Truth and courage aren't always comfortable, but
they're never weaknesses.

-Brene Brown

Courage is not the absence of fear, but rather the assessment
that something else is more important than fear.

-Franklin Roosevelt

More resources: smalltownleadership.com

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TOPIC 2: THE POWERFUL ASK

Become more powerful by eliminating the following communication habits:

- Hedging - Just, Actually, Kind of, Almost
- Apologies - Sorry, but; Just a minute; A little bit
- Qualifying Phrases - I'm not an expert, but; I could be wrong, but
- Undermining - Uptalk, substituting a question for a statement

Source: *Playing Big* by Tara Mohr

How to get an ANSWER and incite ACTION

- Be clear - leave no room for confusion
- Explain WHY you are asking
- Give a WIFM. What's in it for them?

Train others to follow the same guidelines

- Help me understand?
- Do you understand?

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TOPIC 3: EQ IN ACTION

EQ = emotional quotient, a measure of a person's adequacy in such areas as:

- Self-awareness
- Empathy
- Dealing sensitively with other people

EQ = Emotional Intelligence is the capacity of individuals

- To recognize their own, and other people's emotions
- To discriminate between different feelings and label them appropriately
- To use emotional information to guide thinking & behavior
- To manage and/or adjust emotions to adapt to environments to achieve one's goals

Victim vs. Player Mentality

A Victim: focuses on things beyond their control

- Does not take responsibility for actions
- Makes excuses
- Blames others
- Is never at fault

A player: focuses on things within their control

- Proactively solves problems
- Creates his/her own destiny
- Bounces back from setback

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TOPIC 4: AN IMPORTANT EQUATION

Events happen. You choose how to respond and an outcome is produced. The only thing you, I, or anyone has control over in that equation - in life - is how to respond. We call it "The R Factor", and it makes the difference between a good team and a championship team. It's not bench press or 40 time or the right play call. It's how you respond when situations get difficult.

Eleven Warriors

$$E + R = O$$

Event + Response = Outcome

How will you choose to respond?

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FRAMEWORK 1: THE CARE / COMPETENCY MATRIX

Read the blog post: smalltownleadership.com/matrix

A hand-drawn diagram on a spiral notebook page illustrating the Care/Competency Matrix. The diagram is a 2x2 grid. The vertical axis is labeled 'Level of Care' and the horizontal axis is labeled 'Level of Competence'. The top-left cell contains the text 'I will try hard for you.' and a red heart symbol. The bottom-left cell contains the text 'Why bother?'. The bottom-right cell contains the text 'I'll do the work, but nothing extra.'.

Level of Care	I will try hard for you.	♥
	Why bother?	I'll do the work, but nothing extra.
	Level of Competence	

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FRAMEWORK 2: LEADING COURAGEOUSLY

Read the blog post: smalltownleadership.com/alive



Source: Margie Warrell - Lead from Within: 7 Acts of Courage for Women Leaders

More resources: smalltownleadership.com

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REFLECTION

What actions am I going to take TODAY to be the type of leader I aspire to be?

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