

Leading From Where You Are

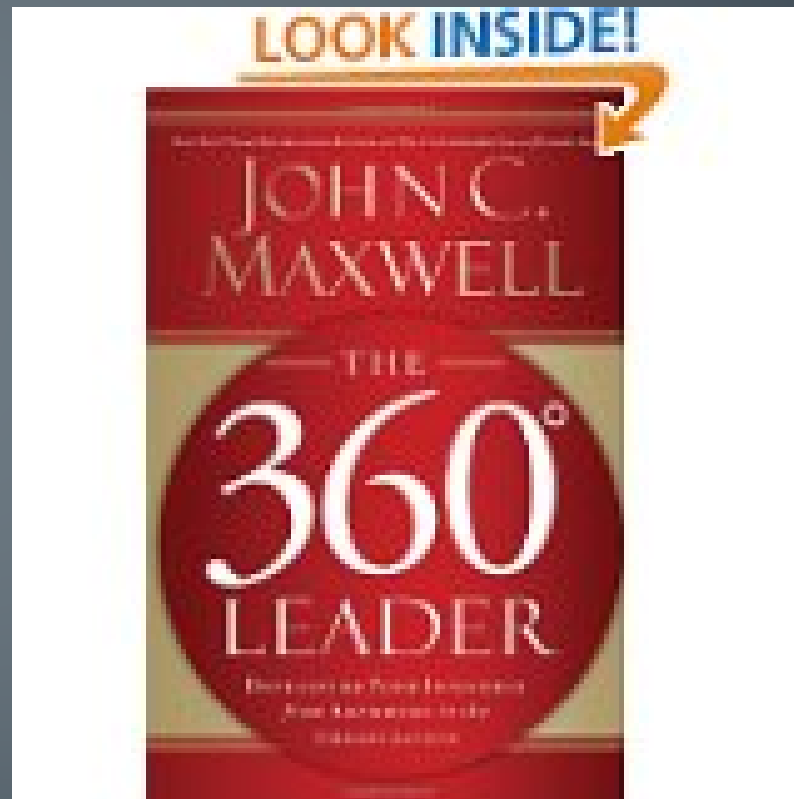
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Based on:

The 360° Leader by John C. Maxwell



No Matter Where You Are As A Leader You
Can...

- Lead Up
- Lead Across
- Lead Down

Practice Leading Up

- Lead Yourself Exceptionally Well
- Lighten Your Leader's Load
- Be Willing to do What Others Won't
- Do More Than Manage – Lead!
- Invest in Relational Chemistry
- Be Prepared Every Time You Take Your Leader's Time
- Know When to Push and When to Back Off
- Become a Go-To Player
- Be Better Tomorrow Than You Are Today

Lead Yourself Exceptionally Well

- Manage Your Emotions
- Manage Your Time
- Manage Your Priorities
- Manage Your Energy
- Manage Your Thinking
- Manage Your Words
- Manage Your Personal Life

Lighten Your Leader's Load

- Do Your Own Job Well First
- When You Find a Problem, Provide a Solution
- Tell Leaders What They NEED to Hear, Not What They WANT to Hear
- Go the Second Mile
- Stand Up For Your Leader Whenever You Can
- Stand In For Your Leader Whenever You Can
- Ask Your Leader How You Can Lift the Load

Be Willing to Do What Others Won't

- Take the Tough Jobs
- Pay Your Dues
- Work in Obscurity
- Succeed with Difficult People
- Put Yourself on the Line
- Admit Faults but Never Make Excuses
- Do More Than Expected
- Be the First to Step Up and Help
- Perform Tasks that are Not Your Job
- Take Responsibility for Your Responsibilities

Do More Than Manage – Lead!

- Think Longer Term
- See Within the Larger Context
- Push Boundaries
- Put the Emphasis on Intangibles
- Learn to Rely on Intuition
- Invest Power in Others
- See Yourself as an Agent of Change

Invest in Relational Chemistry

- Listen to Your Leader's Heartbeat
- Know Your Leader's Priorities
- Catch Your Leader's Enthusiasm
- Support Your Leader's Vision
- Connect With Your Leader's Interests
- Understand Your Leader's Personality
- Earn Your Leader's Trust
- Learn to Work with Your Leader's Weaknesses

Be Prepared Every Time You Take Your Leader's Time

- Invest 10 Minutes for Every 1 Minutes You Expect to Meet
- Don't Make Your Boss Think for You
- Bring Something to the Table
- When Asked to Speak, Don't Wing It
- Learn to Speak Your Boss's Language
- Get to the Bottom Line
- Give a Return on Your Leader's Investment

Know When to Push and When to Back Off

- Push When

- You Know Something Your Boss Doesn't But Needs To
- Time is Running Out
- Your Responsibilities Are at Risk
- You can Help Your Boss Win

- Back Off When

- You are Promoting Your Own Personal Agenda
- You have Already Made Your Point
- Everyone But You Must Take the Risk
- The Atmosphere Says "No"
- The Timing is Only Right for You
- Your Request Exceeds Your Relationship

Become a Go-To Player

- Produce When the Pressure's On
- Produce When the Resources are Few
- Produce When the Momentum is Low
- Produce When the Load is Heavy
- Produce When the Leader is Absent

Be Better Tomorrow Than You are Today

- Learn Your Craft Today
- Talk Your Craft Today
- Practice Your Craft Today

Practice Leading Across

- Understand, Practice, and Complete the Leadership Loop
- Put Completing Fellow Leaders Ahead of Competing with Them
- Be a Friend
- Avoid Office Politics
- Expand Your Circle of Acquaintances
- Let the Best Idea Win
- Don't Pretend You're Perfect

Understand, Practice, and Complete the Leadership Loop

- Caring – Take an Interest in People
- Learning – Get to Know People
- Appreciating – Respect People
- Contributing – Add Value to People
- Verbalizing – Affirm People
- Leading – Influence People
- Succeeding – Win With People

Put Completing Fellow Leaders Ahead of Competing With Them

- Acknowledge Your Natural Desire to Compete
- Embrace Health Competition
- Put Competition in Its Proper Place
- Know Where to Draw the Line

Be A Friend

- Listen!
- Find Common Ground Not Related to Work
- Be Available Beyond Business Hours
- Have a Sense of Humor
- Tell the Truth When Others Don't

Avoid Office Politics

- Avoid Gossip
- Stay Away from Petty Arguments
- Stand Up for What's Right, Not Just for What's Popular
- Look at All Sides of the Issue
- Don't Protect Your Turf
- Say What You Mean, and Mean What You Say

Expand Your Circle of Acquaintances

- Expand Beyond Your Inner Circle
- Expand Beyond Your Expertise
- Expand Beyond Your Strengths
- Expand Beyond Your Personal Prejudices

Let the Best Idea Win

- Listen to All Ideas
- Never Settle for Just One Idea
- Look in Unusual Places for Ideas
- Don't Let Personality Overshadow Purpose
- Protect Creative People and Their Ideas
- Don't Take Rejection Personally

Don't Pretend You're Perfect

- Admit Your Faults
- Ask for Advice
- Worry Less About What Others Think
- Be Open to Learning from Others
- Put Away Pride and Pretense

Practice Leading Down

- Walk Slowly Through the Halls
- See Everyone as a “10”
- Develop Each Team Member as a Person
- Place People in Their Strength Zones
- Model the Behavior You Desire
- Transfer the Vision
- Reward For Results

Walk Slowly Through the Halls

- Slow Down
- Express That You Care
- Create a Healthy Balance of Personal and Professional Interest
- Pay Attention When People Start Avoiding You
- Tend to the People, and They Will Tend to the Business

See Everyone as a “10”

- See Them as Who They Can Become
- Let Them “Borrow” Your Belief in Them
- Catch Them Doing Something Right
- Believe the Best – Give Others the Benefit of the Doubt
- Realize that “10” has Many Definitions
- Give Them the “10” Treatment

Develop Each Team Member as a Person

- See Development as a Long-Term Process
- Discover Each Person's Dreams and Desires
- Lead Everyone Differently
- Use Organizational Goals for Individual Development
- Help them Know Themselves
- Be Ready to Have a Hard Conversation
- Celebrate the Right Wins
- Prepare Them for Leadership

Place People in Their Strength Zones

- Discover Their True Strengths
- Give Them the Right Job
- Identify the Skills They'll Need and Provide World-Class Training

Model the Behavior You Desire

- Your Behavior Determines the Culture
- Your Attitude Determines the Atmosphere
- Your Values Determines the Decisions
- Your Investment Determines the Return
- Your Character Determines the Trust
- Your Work Ethic Determines the Productivity
- Your Growth Determines the Potential

Transfer the Vision

- Clarity
- Connection of Past, Present, and Future
- Purpose
- Goals
- A Challenge
- Stories
- Passion

Reward for Results

- Give Praise Publicly and Privately
- Give More than Just Praise
- Don't Reward Everyone the Same
- Give Perks Beyond Pay
- Promote When Possible
- Remember That You Get What You Pay For