Lead Every Day

Lead Every Day

Three Disciplines to Unleash the Passion and Performance of Everyone Around You

Colossians 1:28

We proclaim Him, admonishing every person and teaching every person with all wisdom, so that we may present every person complete in Christ.

Lead Every Day

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Three Disciplines to Unleash the Passion and Performance of Everyone Around You

Lead Every Day

Operating System

IMPROVE
TEAM
PERFORMANCE

High Performance Team

What do High Performance Teams Do?

What do High Performance Teams Do?

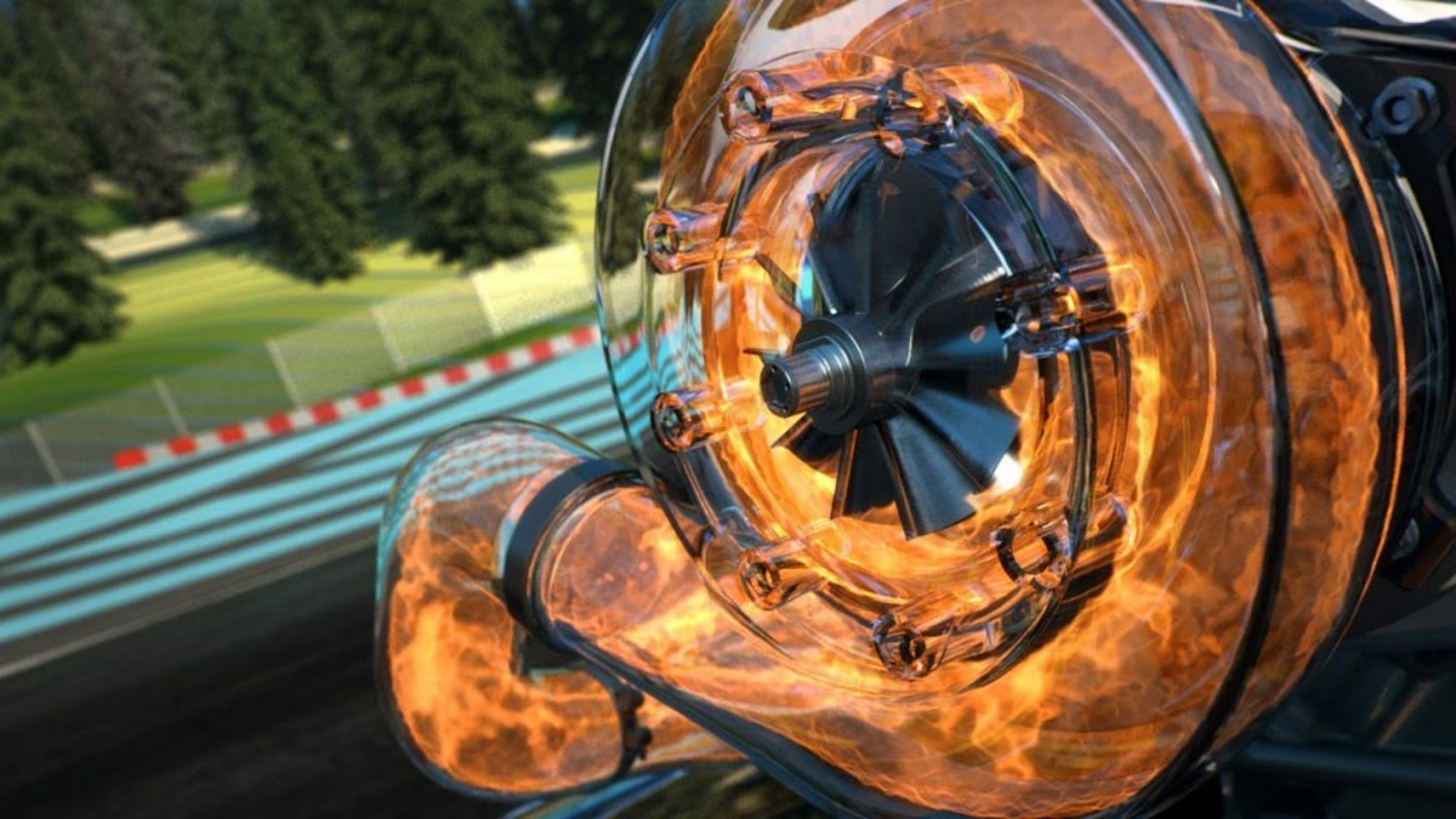
- Attract Top Talent

What do High Performance Teams Do?

- Attract Top Talent
- Build Genuine Community

COMMUNITY:

We love each other as much as we love the work.



What do High Performance Teams Do?

- Attract Top Talent
- Build Genuine Community
- Master Team Basics (Skills)

Master Team Basics

Lead Every Day

Master Team Basics

ROLE CLARITY

Master Team Basics

ROLE CLARITY

TEAM PURPOSE

Master Team Basics

ROLE CLARITY

TEAM PURPOSE

TEAM GOALS

Master Team Basics

ROLE CLARITY

TEAM PURPOSE

TEAM GOALS

SCORECARD

Master Team Basics

ROLE CLARITY

MEETINGS

TEAM PURPOSE

TEAM GOALS

SCORECARD

Master Team Basics

ROLE CLARITY

MEETINGS

TEAM PURPOSE

PROBLEM-SOLVING

TEAM GOALS

SCORECARD

Master Team Basics

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TEAM PURPOSE

PROBLEM-SOLVING

TEAM GOALS

DECISION-MAKING

SCORECARD

Master Team Basics

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TEAM PURPOSE

PROBLEM-SOLVING

TEAM GOALS

DECISION-MAKING

SCORECARD

CONFLICT RESOLUTION

Master Team Basics

ROLE CLARITY

MEETINGS

TEAM PURPOSE

PROBLEM-SOLVING

TEAM GOALS

DECISION-MAKING

SCORECARD

CONFLICT RESOLUTION

WHO KNEW THAT THE HARDEST PART OF BEING AN ADULT IS FIGURING OUT
www.Facebook.com/DiedLaughing
WHAT TO COOK FOR DINNER EVERY SINGLE NIGHT FOR THE REST OF YOUR LIFE, UNTIL YOU DIE

Decision-Making Challenges

Decision-Making Challenges

- **Overthinking**

Decision-Making Challenges

- Overthinking
- Inaction

Decision-Making Challenges

- Overthinking
- Inaction
- Fear of Making a Bad Call

Decision-Making Challenges

- Overthinking
- Inaction
- Fear of Making a Bad Call
- Competing Priorities

Decision-Making Challenges

- Overthinking
- Inaction
- Fear of Making a Bad Call
- Competing Priorities
- Impact on Others

Improve Decision-Making

Improve Decision-Making

Level One: Command Decision

Improve Decision-Making

Level One: Command Decision

- The leader will decide

Improve Decision-Making

Level One: Command Decision

Level Two: Consultative Decision

Improve Decision-Making

Level One: Command Decision

Level Two: Consultative Decision

- The leader will get input from the team, then decide

Improve Decision-Making

Level One: Command Decision

Level Two: Consultative Decision

Level Three: Consensus Decision

Improve Decision-Making

Level One: Command Decision

Level Two: Consultative Decision

Level Three: Consensus Decision

- NOT a compromise or vote

Improve Decision-Making

Level One: Command Decision

Level Two: Consultative Decision

Level Three: Consensus Decision

- Together, we will reach a decision we can all support

Improve Decision-Making

Reserve consensus decisions for situations with:

- **HIGH Consequence**
- **LOW Urgency**

Improve Decision-Making

Level One: Command Decision

Level Two: Consultative Decision

Level Three: Consensus Decision

Level Four: Delegated Decision

Improve Decision-Making

Level One: Command Decision

Level Two: Consultative Decision

Level Three: Consensus Decision

Level Four: Delegated Decision

- The leader will appoint someone to decide

Questions?

What benefits might you expect if you taught all your leaders this simple approach to decision making and applied it consistently?

Level One: Command Decision
Level Two: Consultative Decision
Level Three: Consensus Decision
Level Four: Delegated Decision

Which level do you use most frequently?

When have you used each approach recently?

Level One: Command Decision
Level Two: Consultative Decision
Level Three: Consensus Decision
Level Four: Delegated Decision

Compile a list of decisions you need to make. Identify an approach for each and explain your reasoning.

Master Team Basics

ROLE CLARITY

TEAM PURPOSE

TEAM GOALS

SCORECARD

MEETINGS

PROBLEM-SOLVING

DECISION-MAKING

CONFLICT RESOLUTION

What’s the most important decision a leader makes?

What's the most important decision a leader makes?

Who does what.

Peter Drucker

“When there is mist in the pulpit, there is fog in the pew.”

Howard Hendricks

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PROBLEM-SOLVING

DECISION-MAKING

CONFLICT RESOLUTION

Leader's Role

Team's Role

Leader's Role

- **Provide vision**

Team's Role

Leader's Role

- Provide vision

Team's Role

- Communicate vision

Leader's Role

- Provide vision
- **Establish values**

Team's Role

- Communicate vision

Leader's Role

- Provide vision
- **Establish values**

Team's Role

- Communicate vision
- **Enforce values**

Leader's Role

- Provide vision
- Establish values
- **Establish core strategies**

Team's Role

- Communicate vision
- Enforce values

Leader's Role

- Provide vision
- Establish values
- **Establish core strategies**

Team's Role

- Communicate vision
- Enforce values
- **Identify & solve problems**

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- **Provide resources**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- **Provide resources**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- **Lift & maintain engagement**

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- Provide resources
- **Provide encouragement**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- Lift & maintain engagement

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- Provide resources
- **Provide encouragement**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- Lift & maintain engagement
- **Train & equip team members**

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- Provide resources
- Provide encouragement
- **Develop senior leaders**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- Lift & maintain engagement
- Train & equip team members

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- Provide resources
- Provide encouragement
- **Develop senior leaders**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- Lift & maintain engagement
- Train & equip team members
- **Develop next-gen leaders**

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- Provide resources
- Provide encouragement
- Develop senior leaders
- **Establish boundaries**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- Lift & maintain engagement
- Train & equip team members
- Develop next-gen leaders

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- Provide resources
- Provide encouragement
- Develop senior leaders
- **Establish boundaries**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- Lift & maintain engagement
- Train & equip team members
- Develop next-gen leaders
- **Provide accountability**

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- Provide resources
- Provide encouragement
- Develop senior leaders
- Establish boundaries
- **Clarify roles**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- Lift & maintain engagement
- Train & equip team members
- Develop next-gen leaders
- Provide accountability

Leader's Role

- Provide vision
- Establish values
- Establish core strategies
- Provide resources
- Provide encouragement
- Develop senior leaders
- Establish boundaries
- **Clarify roles**

Team's Role

- Communicate vision
- Enforce values
- Identify & solve problems
- Lift & maintain engagement
- Train & equip team members
- Develop next-gen leaders
- Provide accountability
- **Improve performance**

Questions?

How would you rate the current level of role clarity on your team?

Leader's Role

Team's Role

What steps will you take to improve role clarity?

Master Team Basics

ROLE CLARITY

MEETINGS

TEAM PURPOSE

PROBLEM-SOLVING

TEAM GOALS

DECISION-MAKING

SCORECARD

CONFLICT RESOLUTION

WHEN THE MEETING
COULD HAVE BEEN AN EMAIL

How GOOD do you want your meetings to be?

Meetings provide an opportunity to…

Meetings provide an opportunity to…

CAST VISION

Meetings provide an opportunity to…

ESTABLISH PRIORITIES

CAST VISION

Meetings provide an opportunity to…

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

Meetings provide an opportunity to…

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

SET GOALS

Meetings provide an opportunity to…

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

SET GOALS

RESOLVE CONFLICT

Meetings provide an opportunity to…

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

SET GOALS

RESOLVE CONFLICT

SOLVE PROBLEMS

Meetings provide an opportunity to…

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

BUILD COMMUNITY

SET GOALS

RESOLVE CONFLICT

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

BUILD COMMUNITY

SET GOALS

RESOLVE CONFLICT

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

BUILD COMMUNITY

SET GOALS

RESOLVE CONFLICT

ALLOCATE RESOURCES

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

BUILD COMMUNITY

SET GOALS

RESOLVE CONFLICT

CREATE PLANS

ALLOCATE RESOURCES

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

ESTABLISH PRIORITIES

CAST VISION

GIVE THE GIFT OF ACCOUNTABILITY

BUILD COMMUNITY

SET GOALS

RESOLVE CONFLICT

CREATE PLANS

ALLOCATE RESOURCES

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

UNITE PEOPLE

ESTABLISH PRIORITIES

CAST VISION

GIVE THE GIFT OF ACCOUNTABILITY

BUILD COMMUNITY

SET GOALS

RESOLVE CONFLICT

CREATE PLANS

ALLOCATE RESOURCES

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

UNITE PEOPLE

ESTABLISH PRIORITIES

CAST VISION

GIVE THE GIFT OF ACCOUNTABILITY

BUILD COMMUNITY

SET GOALS

CELEBRATE SUCCESS

RESOLVE CONFLICT

CREATE PLANS

ALLOCATE RESOURCES

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

UNITE PEOPLE

ESTABLISH PRIORITIES

CAST VISION

GIVE THE GIFT OF ACCOUNTABILITY

BUILD COMMUNITY

SET GOALS

CELEBRATE SUCCESS

RESOLVE CONFLICT

STRENGTHEN CULTURE

CREATE PLANS

ALLOCATE RESOURCES

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

UNITE PEOPLE

ESTABLISH PRIORITIES

CAST VISION

GIVE THE GIFT OF ACCOUNTABILITY

BUILD COMMUNITY

SET GOALS

CELEBRATE SUCCESS

RESOLVE CONFLICT

STRENGTHEN CULTURE

CREATE PLANS

CASCADE KEY MESSAGES

ALLOCATE RESOURCES

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

UNITE PEOPLE

ESTABLISH PRIORITIES

CAST VISION

GIVE THE GIFT OF ACCOUNTABILITY

BUILD COMMUNITY

SET GOALS

CALL OUT THE BEST PEOPLE

CELEBRATE SUCCESS

RESOLVE CONFLICT

STRENGTHEN CULTURE

CREATE PLANS

CASCADE KEY MESSAGES

ALLOCATE RESOURCES

SOLVE PROBLEMS

Meetings provide an opportunity to…

FACILITATE DEVELOPMENT

REINFORCE PRIORITIES

UNITE PEOPLE

ESTABLISH PRIORITIES

CAST VISION

GIVE THE GIFT OF ACCOUNTABILITY

BUILD COMMUNITY

SET GOALS

CALL OUT THE BEST PEOPLE

CELEBRATE SUCCESS

RESOLVE CONFLICT

STRENGTHEN CULTURE

CREATE PLANS

CASCADE KEY MESSAGES

ALLOCATE RESOURCES

SOLVE PROBLEMS

“My MEETINGS are where
I make my money.”

How good are your meetings?

Harvard Business School released a study revealing that executives believe 67% of meetings are a FAILURE.

Your meetings can be soul-enriching and life-giving!

Appoint a Facilitator

fa·cil·i·tate

make (an action or process) easy or easier

fa·cil·i·tate

make (an action or process) **easy** or **easier**

Identify and remove **barriers** before & during meetings

#2

Publish an Agenda

(IN ADVANCE)

How far in advance do you need the agenda to be a great contributor in a meeting?

#3

Invite the Right People

WHO are the right people?

WHO are the right people?

- Driven by the AGENDA
- Core team (cross-functional)
- Subject matter experts
- Decision makers

Distribute Pertinent Information in Advance

#5

Show Your Work

“If I could do one thing to help every leadership team- I’d buy them a flip chart.”

- Mark Miller

#6

Focus on Performance Management

Reviewing your scorecard

Reviewing your scorecard

Reviewing action items

Reviewing your scorecard

Reviewing action items

Problem solving

Reviewing your scorecard

Reviewing action items

Problem solving

Recognition

75%- Performance Mgmt

75%- Performance Mgmt

25%- Community building, training /development, critical updates, etc.

AUDIT:

Review your previous meeting agendas.

How have you used your time?

How much time have you spent on performance management?

Capture All Action Items

Action Items:

WHO will do WHAT by WHEN.

#8

Review Previous Action Items

Name an action item you need to complete before your next meeting.

Questions?

What do you need to do differently for your next meeting?

1. Appoint a Facilitator
2. Publish an Agenda
3. Invite the Right People
4. Distribute Pertinent Info in Advance
5. Show Your Work
6. Focus on Performance Management
7. Capture All Action Items
8. Review Previous Action Items

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