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1. STRATEGY – SET A SOLID FOUNDATION

Organisational Blueprint - How To Streamline BIG PLANS Into One Page

Are you responsible for creating a strategic plan for your organisation or team?

Use this practical strategic plan that you can use daily and disseminate with your team.

Identify your purpose, core values, goals, stakeholders, SWOT, annual priorities and celebrations all on one simple and easy to understand page.

Modify the plan to suit your organisation and display it somewhere where it is front of mind.

Reinvigorate Your Strategy - The Simple Mistake Everyone Makes When Implementing Strategy

Is your strategy feeling a bit flat or no longer aligned with your current landscape?

Use this video to help you identify what's required to reignite the spark in your strategy and take your organisation or team forward.

A little bit of pre-planning before you embark on reinvigorating your strategy will be invaluable to help with the creative process.

Aligning Team Values - The Best Way To Motivate Your Team

Do you feel your team are working in silos, are misaligned or just not operating well together.

Ask yourself whether you have identified what your teams DNA is, what you want to stand for and how you want to work together?

Use this video to help you align Organisation, Team and Individual Values to bridge gaps, create ground rules and build the bond between your team.

Organisational Structure - How To Grow Quickly With The Right Structure

Are you responsible for establishing your organisational structure, or are you looking to take your organisation to the next level and require a new structure to achieve this?

This video gives an insight in to different organisational structures that you may like to further explore.

Talk this over with your Coach to discuss what structure may be suitable for your organisation.

SWOT Analysis - Know Your Landscape Inside And Out

- ★ Strengths
- ★ Weaknesses
- ★ Opportunities
- ★ Threats

It is imperative that you conduct a SWOT analysis and understand your business from both an internal and external perspective.

We recommend you review your SWOT at least quarterly.

Risk Management - Understanding Your Risks

Have you taken the time to identify all the risks that you are exposed to in your organisation?

Consider this question from an internal and external perspective.

Understanding your risks prior to an event will help you formulate an action plan that you can enact should any of your risks become a reality.

Knowing what action you may take ahead of time can be the difference between a catastrophic incident that cripples your organisation and an inconvenient incident that has had a negative impact, but has perhaps been mitigated.

Stakeholder Temperature Check - What Do Your Stakeholders Really Want?

Do you understand your Stakeholders and what each of them want?

Identify who your Stakeholders are, which ones are critical to the success of your business and what each of the different Stakeholders are wanting from you or your Organisation.

Once you do this exercise, do a temperature check to analyse whether you are meeting your Stakeholder needs and wants.

This process should be an ongoing cycle, not a one off exercise.

Goals - How To Identify Your Real Passion

Learn how to develop a strong goal that is deeply connected to you, your values and your subconscious mind.

Use our 7 step process to create deep thinking goals that are truly aligned with what you want to achieve.

Be creative, let your mind wander and enjoy the process.

It Is Now - Goals - How To Write A Subconscious Goal

Understand how to find goals that you are deeply connected to.

Project yourself in the future and use the formula to write a statement for what you want to achieve.

Tap in to your subconscious to write the goal and ingrain this thought in to your mind.

This will also assist you with the willpower to stay the course and achieve your goal.

Emotional connection to your goals is key.

Action Planning - How To Write A Successful Action Plan That Gets Results

Action planning is a critical step in a sound goal setting process.

In this video, gain an insight in to how to develop an action plan and how to use the templates provided to assist you with this.

You may opt to utilise the high level one page plan, or drill right down to the micro steps and complete the detailed action plan.

The greater the clarity, the easier the process for both you and your Coach to achieve your goals.

Fail to plan, plan to fail.

2. CAPABILITY – ACCELERATE YOUR CAREER

Communication - Fundamentals: Learn How To Build Instant Rapport With Anyone

A great insight in to the power of effective communication and strategies to improve your communication to enhance your influence.

Understand the concepts and importance of the following topics in the communication process:

- ✦ Rapport
- ✦ Active listening
- ✦ Pacing and leading
- ✦ Perception positions
- ✦ Moving closer or drifting apart language
- ✦ Them V's Us language
- ✦ The blame game
- ✦ Chunking

Communication - A Deeper Look: The 4 Keys To Getting The Best Out Of Your Team

Identify your communication style and how this impacts your language, the way you learn and the way you communicate.

Understand how your communication style impacts your eye patterns when processing information and conversing with someone.

Gain insights in to how to build rapport and how to frame a message to connect with a person, based on their communication style.

Learn the fundamentals of "How to Win Friends and Influence People".

Problem Solving - How To Solve Problems And Make Better Decisions

Problem solving generally consumes a large portion of our daily roles and routines.

Understand the different ways we make decisions to help us solve the problems we are faced with.

Identify if you are a big picture thinker or a detail oriented thinker. Take the test in the attached handout to help you identify.

Explore the FADE model to help you develop your problem solving skills.

Relationship Management - Don't Be The Shark

What are the fundamentals of successful relationship management?

This video looks at it from a Customer and Leadership perspective.

Building trust and staying connected are critical to the strategy.

Resilience

Do you struggle to be resilient? Do setbacks completely knock the wind out of your sails?

Within this video understand the key personality traits that leading Resilience Experts identify as key to building your resilience.

The great news is, that resilience is something that will continue to evolve throughout your life, so with a few simple tools you can go to work on growing your resilience muscle.

Leadership - The Basics: What Sort Of Leader Do You Want To Become?

Understand what Leadership is and how it has evolved from traditional Management.

Identify key qualities of a leader, areas you may like to work on and how you can improve your skills.

Leadership - Situational Leadership: How To Adopt The Right Leadership Style For The Occasion

Gain an understanding of the Hersey / Blanchard Situational Leadership model.

This model proposed there is no "one best way" to manage an individual and that we must consider the person concerned, the specific task they are required to complete and the circumstances.

Through this kind of assessment can we identify the leadership style we may adopt to the situation that is likely to get us the most favourable outcome.

Personality Styles - Based On DISC Profiling: Build A Collaborative With The Peak Mindset

Gain an understanding of the 4 personality styles and how each style tends to operate.

This video will give you tips and insight in to your own style and also how to flex your style to enhance the likelihood of an effective engagement with another person.

This tool is relevant within the workplace and with personal relationships.

When working through this video try to identify where each member of your family and your team sit and practice new strategies with them to see whether you experience a far more effective communication dialogue with them.

Leadership - Be The Spark

Ever wanted to start a movement, or at least make some large scale changes within the workplace?

Take a look at this great video that shows you the importance of a Lone Nut and a First Follower to start a movement.

EQ - i Leadership: How To Build Emotional Strengths In Your Leadership

Gain an introduction to EQ-i Leadership as we explore what Emotional Quotient Inventory is.

Identify the importance of emotional intelligence in leadership and explore areas that you may need to develop.

Complete the Emotional Intelligence handout and bring it to your next coaching session.

Emotional Intelligence Unpacked

What is Emotional Intelligence?

Understand the importance of Emotional Intelligence in your Leadership and how you might continue to grow your Emotional Intelligence.

Take the free basic emotional intelligence questionnaire that accompanies this video and discuss the results with your Coach.

Stress Management

Do you know the triggers that cause you stress?

What about your stress tendency?

Do you tend to Avoid, Complain, Obsess or turn to Self Doubt when managing stress?

Identify some healthier strategies that you or your team may be able to adopt when your stress triggers have been activated.

Generational Leadership - Leading Through The Generations

Generational Leadership is one of the biggest challenges Leaders face in the modern workforce.

A big question for Leaders is often "How do I motivate my people when they are all different ages and all want different things?"

Take a look at this video to understand generational Leadership and how to build a high performing multi generational team.

Habits - How To Make Or Break A Habit

Have you ever tried to make changes in your life only to be stuck with bad habits that cause a barrier to the changes you want to adopt?

In this video you will learn the formula for making long term sustainable changes in your life.

Take control of your life and learn how to make or break habits to achieve the goals you desire.

Communication - Body Language

Did you know that body language holds the greatest weight in the transfer of a message?

In 1/25th of a second we react to a situation or comment. This is often long before we speak.

Body language can give us insights in to the unsaid communication from another and vice versa, however we must look at it in clusters.

Watch this video to gain an understanding of how critical body language is in the communication process.

3. EXECUTION – LEARN TO THRIVE

Managing Self - Owning Your Time: Become More Time Savvy

Learn how to own your time and not be a victim of other people's priorities.

Gain an insight in to how you currently spend your time and where you may need to make adjustments.

Identify critical skills and techniques to manage your time and understand your body clock to find your optimal peak performance.

Unlock Your True Potential - The Secret To Achieving Anything You Want

Learn how to use your mind to unlock your true potential and get in to peak performance state.

This video starts to explore concepts that may be holding you back and gives you great insights in to the secrets of success.

You will be introduced to metacognition concepts to remove the barriers that are limiting you and build on rational thoughts to drive your outcomes.

Review The ABCDE Model handout and explore this concept further in session with your Coach.

Productivity: Identify Your Big Rocks

Do you often feel overwhelmed by the enormous and endless task list in front of you?

Do you feel that no matter how hard you work, you never seem to have enough time to get everything done?

Take a look at the following video which unpacks the Steven Covey model of productivity and shows how a paradigm shift can help you achieve big things on your to do list.

Identify what the big rocks are in your world and revise a strategy to ensure they are given priority in your world.

Improve Productivity - Coach, Mentor, Manage

What is the difference between Coaching, Mentoring and Managing?

What % of the time should you be doing each of these with your team?

Gain an introduction to the globally used GROW Coaching model and use this powerful tool to help you free up your time and grow your people.

Leader As Coach - Coaching Models: The Key To Being A Great Coach

Understand the Coaching Cycle and popular Coaching models that you can leverage from.

Gain a detailed understanding of the Coaching models in the Video with clear examples and then utilise the Coaching Models handout to practice these skills.

The models identified in this Video can be used in all areas of your life and can be amalgamated to suit the situation or the individual.

Leader as Coach - How To Coach: Learn How To Get The Best Out Of People

Understand how Coaching differentiates from other Leadership skills you may require in your role.

Coaching is an ongoing cycle, with a heavy emphasis on the coaching relationship.

Coaching is empowering an individual to set the strategy and come up with solutions through the use of effective questioning.

The models identified in this Video are well know in Coaching and psychology circles.

Read the supporting handout on the Butterfly effect to understand the importance of Coaching in certain situations over other leadership options.

Procrastination: The Secret To Getting More Time In Your Day

It is not uncommon to procrastinate from time to time. In fact 95% of the worlds population admit to procrastinating in some form, with 25% of those people admitting to being chronic procrastinators.

Take a look at the following comical video to understand more about procrastination and strategies you might adopt to overcome it.

Conflict Resolution Tools: 5 Tools To Change The Way You Deal With Conflict

Watch this video to explore different tools and ways to tackle conflict management.

Understand what generally drives conflict and where to start when trying to resolve it. Layer this up with an understanding of alternative methods of resolution.

If you experience a great deal of conflict in your world, discuss this further with your Coach.

Effective Team Meetings - Getting The Best Out Of Every Meeting

What are the key elements of an effective team meeting?

Understand the purpose of your meeting and the outcome you would like to achieve to help you plan and structure the most appropriate team meeting.

Know the personality characteristics of your team members to help you design a meeting that will get the best out of your team and allow all members to participate.

Managing Remote Teams

Remote working is a topic that is here to stay.

There are enormous benefits to embracing remote working and building a high performing remote team.

COVID has accelerated our need to embrace remote working.

We explore some of the common issues that remote teams face, how you can combat these and what the key ingredients are to managing a remote team.

4. IMPACT - LEAVE YOUR LEGACY

Self Care - How To Put You First And Be Your Best

Feeling overwhelmed and a little depleted?

In this video we will give you some great tools and tips on how you can fill up your cup and practice self-care.

Often it's hard to identify what we need regarding self-care when we are already stressed and in survival mode, so take 10 minutes out of your day now to identify your stressors, your current coping strategies and future strategies that you may like to adopt to manage self care.

Values - Your Motivators: Understand Your Core Values And How They Drive You

Knowing who you are at the core, will assist you greatly in all aspects of your life.

Identify what your highest priority values are and what they mean to you by completing the Core Values document.

Assess how well you are living your values and develop an action plan on any areas you may like to improve.

Understanding your values will help you enormously in your relationships, leadership, conflict resolution and problem solving.

To live a fulfilling life, it is imperative that we remain true to our core values.

The Value of Understanding Your Strengths - Core Strength Assessment: The Easy Steps To Working To Your Strengths

In this video you will gain an understanding of the value in knowing your strengths and the strengths of your team.

Traditional Management has generally focused on reviewing weaknesses and working on these, however this contemporary approach explores the concept that we can't be good at everything, so why not focus on our strengths and use the skillset and strengths of our team to our advantage.

We encourage you to take the free High5 strengths test <https://high5test.com/test/> to obtain a free report on your top 5 strengths. You may choose to purchase the full report, however the free report will suffice for your coaching program.

Once you have your top 5 strengths please send the results to your Coach ahead of your next session.

Flow State Management

What does it mean to be in Flow State and how do I know if I have been in Flow State?

We explore this new buzz term and explain when your ability of a task is high and the challenge of the task is equally as high, you can enter a focused and happy Flow State where you are totally absorbed in a task and lose all sense of time.

Challenge yourself to explore your flow state to improve your productivity and performance.

Respectful Workplaces

What does a respectful workplace look like?

What are the impacts of having a disrespectful workplace and toxic behaviour in your organisation?

What is your role in helping to develop or maintain a respectful workplace.

Watch this video and take some time to contemplate whether there are any areas for improvement within your organisation and how you may be able to impact these?

Feedback Loop

Often feedback is feared in an organisation, however delivered effectively it is a powerful tool that will accelerate your development.

Identify the different kinds of feedback and how the feedback loop is critical to effective teams, stronger relationships and both team and individual growth.

Key Performance Indicators (KPI's) - How To Measure What Matters

Do your teams KPI's cascade from the Organisational and Departmental strategy?

Do your team have a clear line of sight of where you are headed?

How is success measured in your Organisation?

This quick overview video will help you set KPI's that are meaningful and measure the right things

Mindfulness

Mindful Leadership is the cultivation of Leadership presence.

If you find yourself always busy and distracted, then this is a must watch video for you. Understand the traits of a MIND FULL Leader V's a MINDFUL Leader and ways you can grow your mindfulness.

Learn to flex your wise and logical mind, rather than react from your emotional mind.

Bias - The Conscious And Unconscious Hijacker

What are the implications of Bias in a workplace?

By addressing an issue as a bias, we can potentially avoid legal repercussions of behaviours or practices that may potentially leave us exposed under today's modern workforce laws.

In this video we explore the potential issues that bias can have on an individual, team or organisation and how you can reduce your bias.

The Importance Of Balance

Balance is the key to Peak Performance.

This video explores the potential impacts of imbalance to Leaders and subsequently employee burnout.

Take the Wheel of Life assessment associated with this video to get a visual depiction of how balanced your life currently is.

Talk the results through with your Coach and formulate a plan as necessary if you feel there is an imbalance in your life that you would like to work on.

Meditation

Meditation has been gaining momentum the past decade, however it is a practice that has been used for around 2,500 years.

This video is a quick overview of what meditation is, how it can positively impact your life and why so many Leaders are turning to meditation to help with their performance.

Mental Health

FACT - Mental Health is about wellness, not illness!

Organisations who invest in mental health initiatives receive a ROI of \$2.30 on every \$1 they spend on mental health.

Mental Health will continue to gain focus and momentum in organisations over the coming years.

In this video we help you understand the importance of this topic and the benefits to an organisation to focus on mental health in the workplace.