

DEVELOP YOUR PERSONALIZED
ACTION PLAN TODAY

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Develop Successful
Leadership Skills

WORKBOOK

Growth & Business Coach

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WIN AT BIZ® WORKBOOK
DEVELOP SUCCESSFUL LEADERSHIP SKILLS

A TEN E-BOOK SERIES

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Action Step Workbook: Develop a Plan for Effective Leadership

Leading Your Followers

1. Make a list of leadership skills and disciplines that you have learned about in this book that you would like to put into action.

2. Make a list of actions you can take to show your employees you really care about them. (For instance, give more compliments, schedule one-on-one meetings to hear their wants, needs and ideas, share personal experiences, improve listening skills.)

3. Make a list of your key employees. Determine how you can enlarge them by adding value to their lives and careers. (For instance, teach a new skill, increase knowledge in a specific area, provide new opportunity, establish small goals to build winning experiences, offer encouragement.)

4. List the kinds of actions you can take and language you can use to display your passions and values, as well as build trust with your employees. (For instance, demonstrate handling a difficult customer service call, pitch in on the production line to meet a deadline, join in on a training session, get involved in quality control inspections, when asked to make a decision display character, be the last one to leave the office.)

5. Make a list of your key employees who have the potential to lead others and multiply the profitability of the company.

6. Make a list of the skills you are going to teach the leaders-in-training whom you have identified above. This list can become the core of a new leadership training program.

Leading Your Company

7. What is your vision for the company? What do you want it to look like in five years? What is the company going to stand for in the marketplace?

8. Describe your passions relative to this business venture. What it is that you love spending your time doing, what is important to you, and where can you make a difference?

9. Describe how your passions are going to benefit your followers and customers.

10. Describe the actions and results that are necessary to fuel the economic engine of this company.

11. Describe at what the company can be best in the world.

12. Describe the future course of actions you have charted for the company to accomplish your vision.

13. Describe your ideas on how best to communicate your company vision and related goals to your followers.

14. Make a list of actions you can initiate that will successfully engage and empower your followers to work towards the above-shared goals. (For instance, getting followers involved in the planning process, delegating responsibilities and decision-making power, establishing financial rewards for achieving written goals.)

Plan, Prioritize, Delegate

15. Write down the short-term goals for the company for the next quarter.

16. List the actions, jobs and projects that must be completed in the next quarter to achieve those goals.

17. Prioritize the jobs and projects in order of their impact on bottom line profitability. Highlight the top 20 percent of these jobs and projects.

18. Make a list of your strengths.

19. Make a list of your best people's strengths.

20. Match the strengths of your best people with the top 20 percent of the jobs and projects you have identified above by aligning these top priority jobs with your own strengths and your best employees' strengths.

21. Empower your followers by getting everyone engaged in offering ideas as to how to best accomplish the short-term goals. Set a date for the meetings, listen intently, and write everyone's ideas down for consideration.

22. Remember to stay focused on the long-term objective while revisiting your progress on your short-term goals. Write down the date you and your employees are going to review your progress for your present short-term goals.

About the Author

David Gabbert

Entrepreneur, business mentor and growth coach, David Gabbert helps business professionals, business owners, new startups, and students learn how to win at business. Self employed for forty-seven years, founder and owner of four million-dollar-plus businesses, and author of ten Win at Biz® business books, Dave offers free business articles about a variety of proven business strategies which compose the basic building blocks of starting and operating a successful business.

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- Book 7: Motivate Your Employees
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- Book 9: Develop Effective Speaking and Listening Skills
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