

LEADING DURING OUR VIRAL TRIAL

UToledo Staff Leadership Development



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THINK!

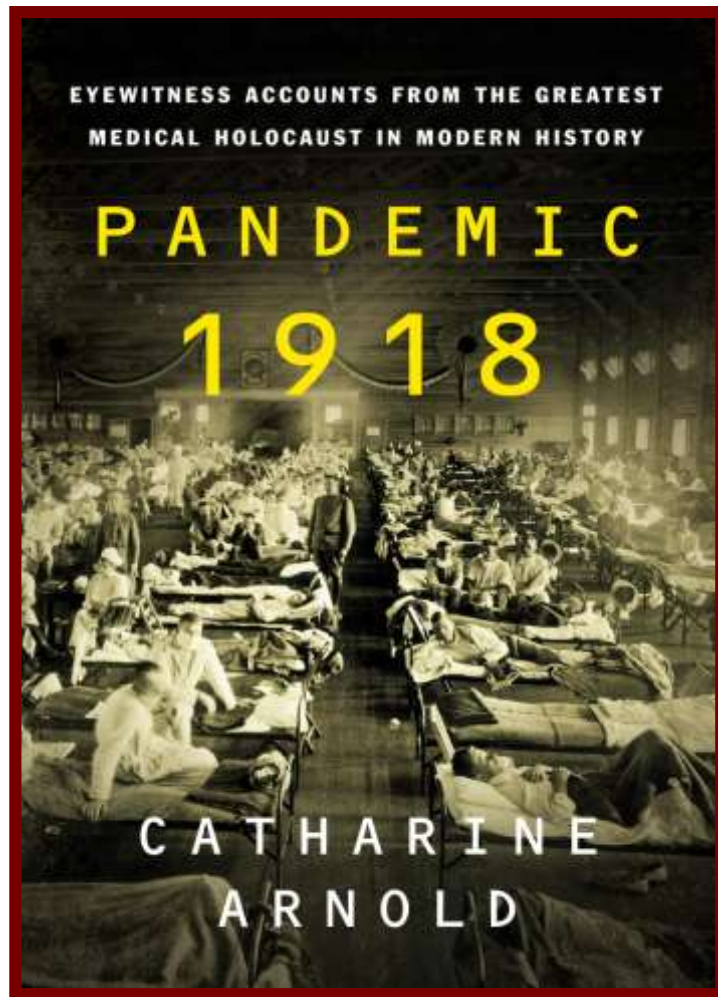
**What is your PROCESS to be the BEST
professional and leader you can be?**





**THE FIRST PANDEMIC OF
THE INFORMATION AGE!**

**WHILE TRAGIC, THIS IS
AN OPPORTUNITY FOR
UNPRECEDENTED
LEARNING AND
GROWTH!**



We Have Been Here Before!

America's Population:

103 Million

American Dead:

675,000+

World Population:

1.8 Billion

World-wide Deaths:

50 Million++

PERSPECTIVE!



Big Lessons from Our Current Crisis:

- 1. Leaders Must Control What They Can Control!**
- 2. Trust and Communications are so CRITICAL!**
- 3. TIME Resources and PEOPLE Drive Performance!**
- 4. Fundamentals are KEY!!!**

LEADERSHIP DEFINED*

“Someone who uses their influence to make good things happen and to get results with and through people, the right way and at the right time!”

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SPEED INTERVIEWS

Key Questions:

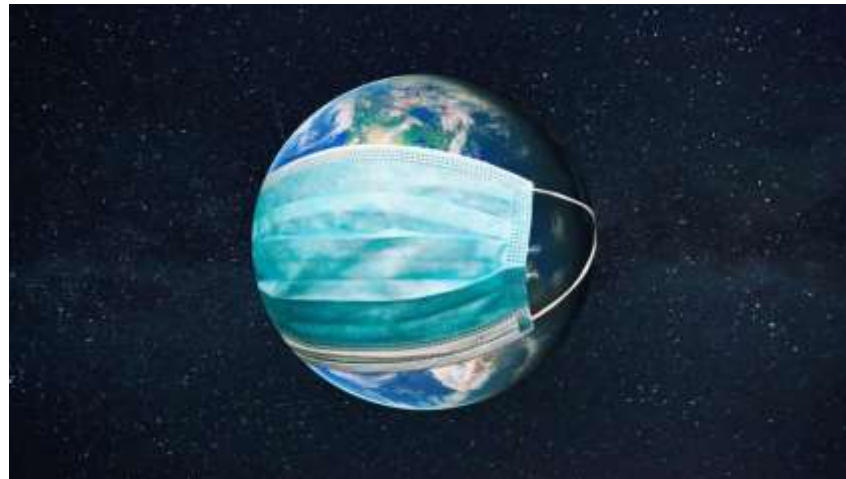
1. What are you **most** *anxious* about your current job?
2. Name *three* **your** *favorite* **books** that you have read in the last year?
3. Name *three* **your** *favorite* **comparisons** that you have made in the last year?
4. What is your *ultimate* **"BIG dream"** for your life?
5. What is a **movie** that best describes the current state of your life?

6-MINUTE BREAKOUT:

As a four-person breakout team, please answer the following question: ***“Name three (3) things you learned about yourself during this pandemic in the past few months.”*** Each person will have an opportunity to share their responses with their breakout team.



VIRAL TRIAL LEADERSHIP LESSONS



**#1: Get Yourself,
Your People, and
Your Resources
Re-Focused and
Re-Prioritized on
Your Current
Situation!**



Lesson #2: Get Your Leadership Team on the Same Page!



Lesson #3: Your 360 Degree Communication Practices are More Important Than Ever! (and especially your listening practices)

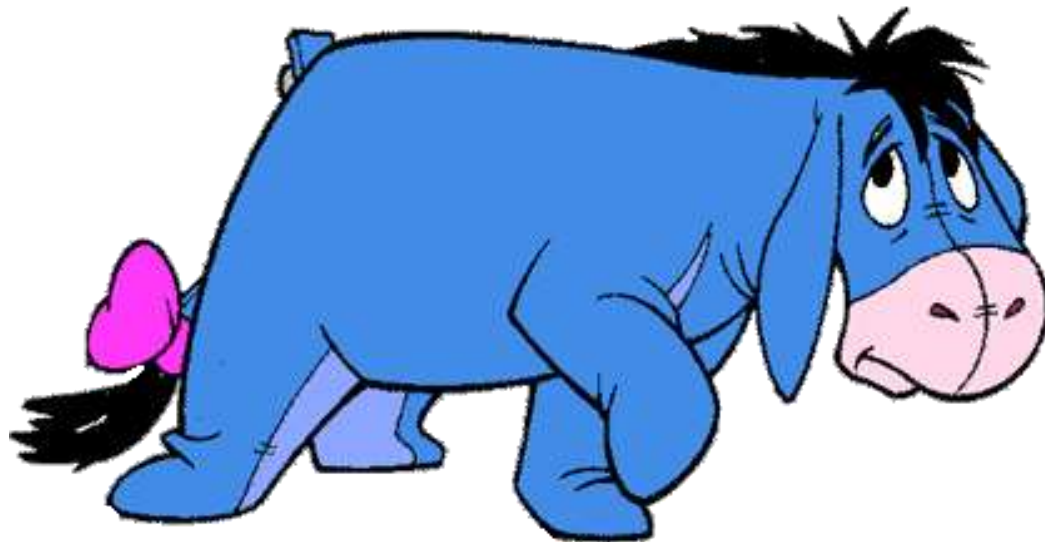
“In times of tumult and crisis a leader cannot over-communicate.”



**Lesson #4:
Demonstrate
Exceptional
Care and
Concern for
Your People
(physically and mentally)**



Lesson #5: Your Attitude is EVERYTHING!



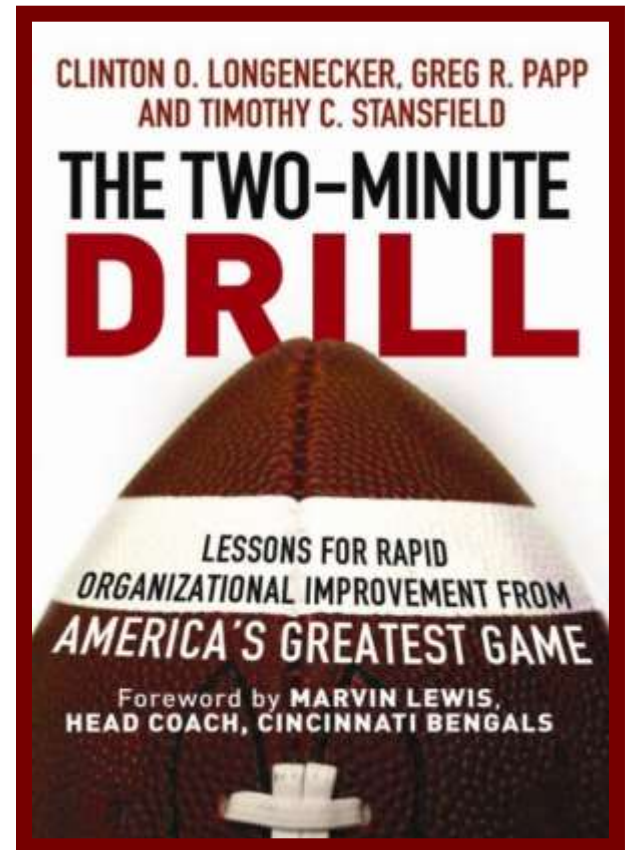
Lesson #6: Look For Opportunities Amidst the Gloom to Make Bold Moves

bold:

showing an ability to take risks;
confident and courageous.



Lesson #7: Use our Crisis as an Opportunity to Solve Problems and Make Changes Fast



Lesson #8: You Must Take Care of Yourself!



***“There is no
substitute for
preparation
when entering
the arena.”***

Coach Vince Lombardi



COACHING QUESTION

#1

WHAT IS YOUR MISSION?

Mission *[mish-uh n] noun*: a specific task with which a person or a group is charged; and/or a pre-established, and often, self-imposed objective or purpose for operation or existence.

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Part I: In the space provided below, write out your **position/professional mission statement** based on the requirements, responsibilities, goals, and purpose of your current position. Please be specific and to the point.

Your position/professional mission will be shared with others.



COACHING QUESTION

#2

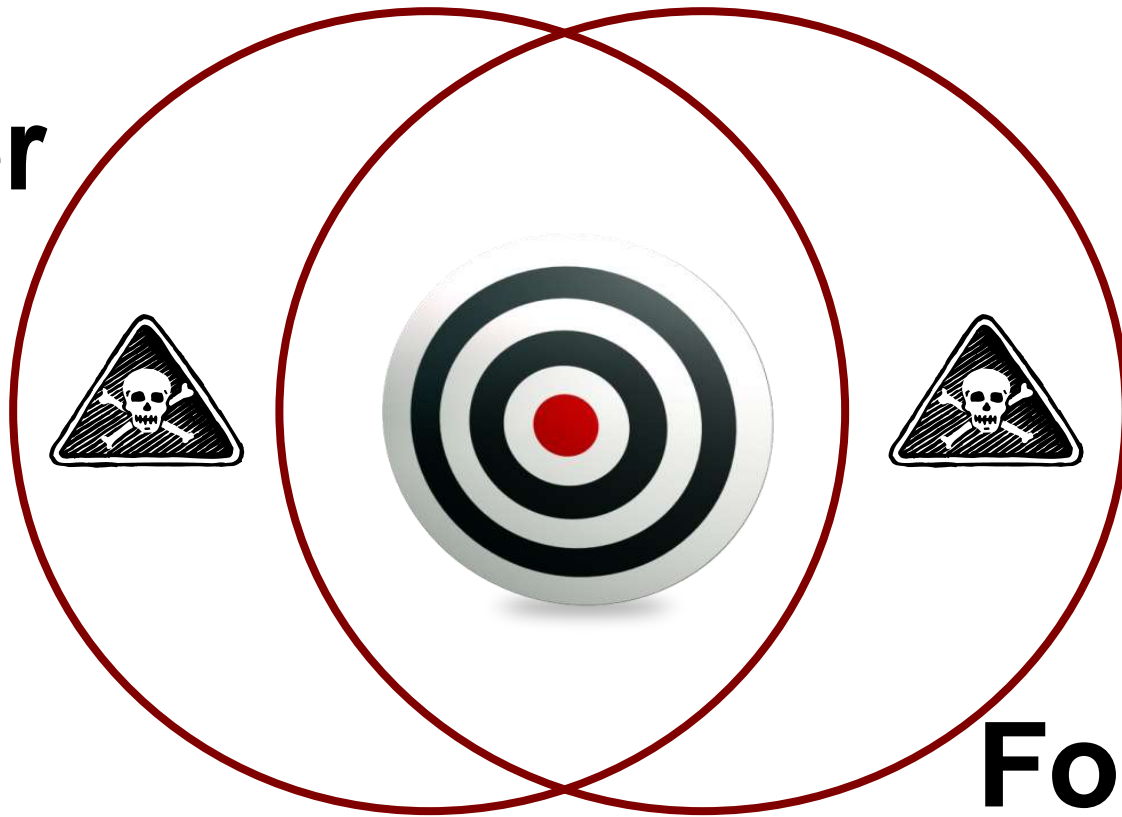
**WHAT SPECIFIC
RESULTS ARE YOU
BEING PAID TO
DELIVER?**



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ARE YOU AND YOUR PEOPLE ON THE SAME PAGE?

Leader



Follower

$\bar{X} = 57 \%$

Critical Questions:

- 1. Are you and your boss on the same page? Are you sure?**
- 2. Are your daily actions strongly linked to these desired outcomes?**
- 3. Do your people know and understand their roles in achieving these desired results?**
- 4. Are you effectively deploying your key resources to achieve these desired outcomes?**
- 5. Are you “situationally aware” and measuring performance on an ongoing basis to keep on track and stay aligned?**



COACHING QUESTION

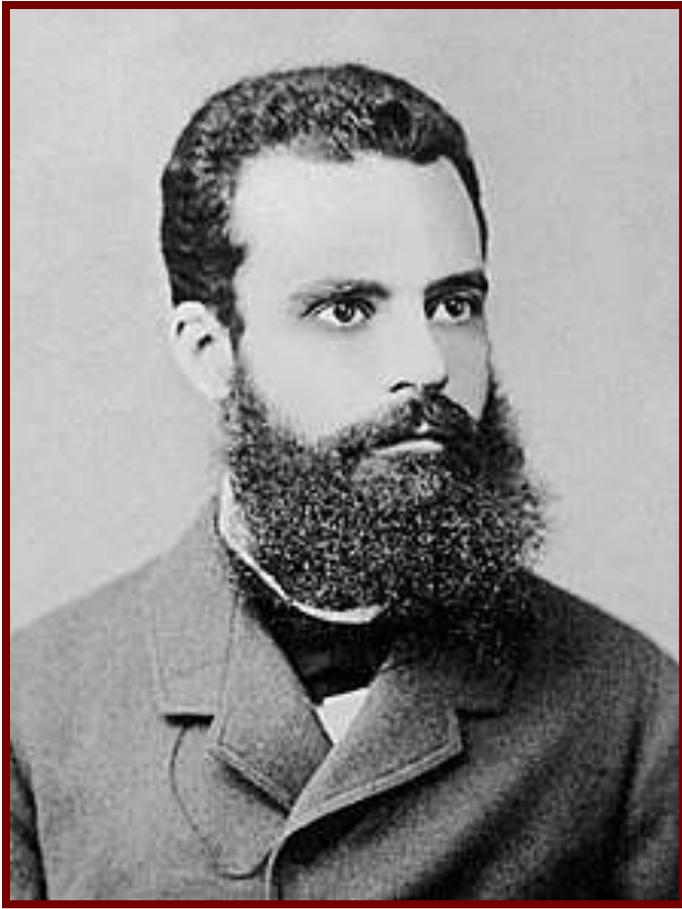
#3

WHAT ACTIONS ON YOUR PART ARE ABSOLUTELY CRITICAL TO ACHIEVE THE RESULTS YOU DESIRE?

KEY QUESTIONS:

- a) Do you have the skill/talent to effectively implement each of these practices? If not, WHY NOT and what are you going to do about it?
- b) Are you spending sufficient time engaged in these activities on a regular basis?





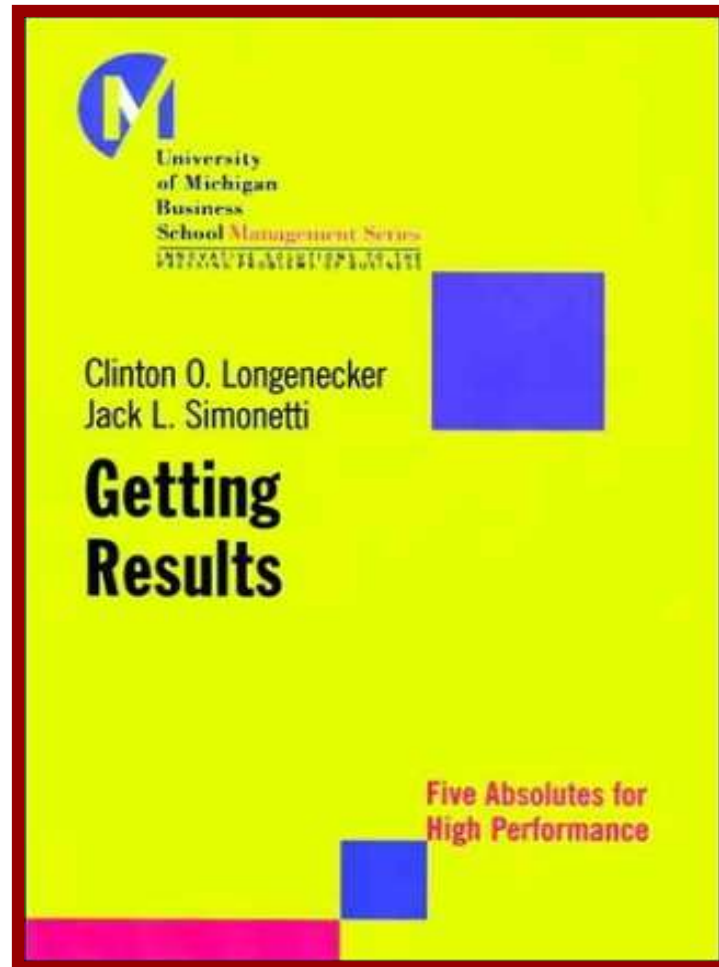
Vilfredo Pareto

1848-1923

- ✓ Engineer
- ✓ Sociologist
- ✓ Economist
- ✓ Political Scientist
- ✓ Philosopher

80/20 Rule

THE GETTING RESULTS SELF-ASSESSMENT



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COACHING QUESTION

#4

WHAT WORKING RELATIONSHIPS ARE MOST IMPORTANT TO ACHIEVE THE RESULTS YOU DESIRE?

Instructions: In the space provided below, write out the first name, last initial, and one word that describes your relationship with seven (7) people that you believe are most critical to your effectiveness/success. Put a (X) behind any relationship that you believe needs work!

KEY QUESTIONS:

- a) Are you properly investing your TIME and ENERGY to foster and nurture the quality of each of these important relationships?
- b) Do these individuals know that they are a real priority in your life, and do they feel appreciated for the role they play in your success? Are you sure?
- c) What specific steps do you need to take to improve the overall quality and effectiveness of each of these important working relationships?



Key Question:

What specific things are you currently doing to develop your “emotional intelligence” so you can connect and work well with everyone?



COACHING QUESTION

#5

“The ongoing challenges of life mandates that we apply all our wisdom to daily situations lest we fall prey to our own folly.”

Socrates





***“LIFE IS TOUGH,
BUT IT’S
TOUGHER
IF YOU’RE
STUPID!”***

.....John Wayne

IGNORANT:

“When a person does
not know what to do in
a given situation.”

STUPID:

“When a person knows
what to do but for
whatever reason
does not do it!”

Man shoots self in foot 1-2-3 times

Princeton, W.VA—(AP) – A man accidentally shot himself in the right foot while cleaning each of three handguns, police said. The 38-year-old man was drinking beer Wednesday morning when he decided to clean his guns, according to a report filed by Mercer county deputy L. R. Catron.

His 32 caliber handgun went off but it “didn’t hurt” so he finished the pistol, then he began cleaning his 380-caliber pistol, which

also, went off, said the report, which did not maim the man.

That bullet “stung a little, but not too bad,” deputy Catron quoted the man as saying. The man finished cleaning the 380 caliber pistol and then pulled out his 357 handgun, only to shoot himself a third time.

The man finally called an ambulance. Deputy Catron said the man told him the 357 bullet “really hurt because {it} was a hollow point.” A dispatcher at the sheriff’s office today confirmed the man had been taken to Princeton Community Hospital, but she didn’t know his name.

WISE:

“When a person knows
what to do in a given
situation and does it!”

WHAT IS YOUR MOST IMPORTANT RESOURCE?

!



TIME!

24

HOW MANY PEOPLE HERE ARE REALLY BUSY?



EVERYONE IS

BUSY!

THE BIG QUESTION

OF THE DAY:

BUSY DOING

WHAT?

THE BUSYNESS CONTINUUM



TOO

BUSY?

62.8%



Fact:



**EXTREME AND
UNRELENTING BUSYNESS
CAN DAMAGE, AND EVEN
DESTROY, A PERSON'S
EFFECTIVENESS AND JOY
OF LIFE!**

**SO WHAT IS A
PERSON
TO DO?**



S.T.O.P.



THE POWER OF S.T.O.P.:



SIT
THINK
OPTIMIZE
PERFORM



KEY S.T.O.P. QUESTIONS:

1. Have you taken the time to conduct a **STRATEGIC S.T.O.P.**?
2. Do you conduct a **DAILY S.T.O.P.** to create a performance script that will help you focus your time, talent, and energy to operate with greater intentionality?



LESSONS FOR UNLEASHING THE POWER OF



S.T.O.P.

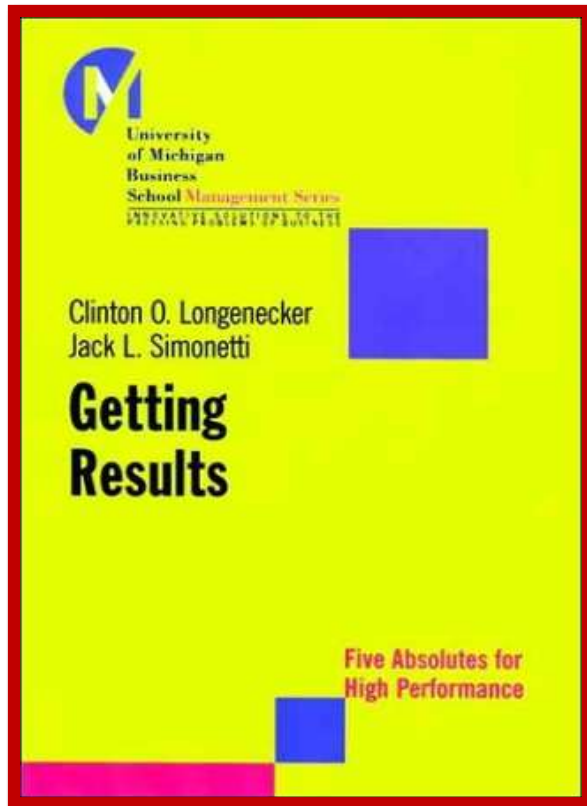


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S.T.O.P. Effectiveness ROI

Range: 12%-32%

Average: 21.8%



- 1. Quality of Work**
 - 2. Quantity of Work**
 - 3. Better Relationships**
 - 4. Job Satisfaction**
- (Sample size n=743)**

Fact: SLOWING DOWN TO
THINK, REALIGN, AND ACT
WITH INTENT ON A DAILY
BASIS IS THE KEY TO
DELIVERING DESIRED
RESULTS WITH PEOPLE!



S.T.O.P.



LESSON #1 - Assess where you are on the **Busyness Continuum** and **how your level of busyness impacts your:**

- Workplace effectiveness/performance
- Perspective/Attitude
- Working relationships
- Family life
- Health and mental well-being

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S.T.O.P.



LESSON #2 - Realistically evaluate where your time goes and how much of your busyness can be controlled.

Is your busyness caused by:

- Pure habit?
- Not controlling your time?
- An overgrown job?
- Lack of resources, tools, and/or support?
- Disorganization or poor planning?
- Inability to say “no” or over-willing to say “yes”?



S.T.O.P.



LESSON #3 - Plan a minimum of four **STRATEGIC STOP's** each year to conduct a **personal alignment retreat** with yourself to determine what you must **keep doing**, **start doing**, and **stop doing** to create focus, take control of your activity, and improve your performance. **Key questions that will impact your performance:**



S.T.O.P.



**LESSON #4 – Develop
the practice of making
your Daily S.T.O.P. part
of your daily work life!**



The Daily S.T.O.P



- ✓ 15 Minutes at the start of each day to develop your performance script!
 - ✓ 5 Minutes mid-shift to make adjustments!
- ✓ 5 Minutes at the end of the day to learn, adjust and plan!



S.T.O.P.

**25 Minutes = 4.62% of
your 9 hour work day!**





S.T.O.P.



LESSON #5 – Use “performance scripting” to make better use of your time and keep your resource deployment tied to your mission and the results you are being paid to deliver! Operate with INTENT!



THE DAILY S.T.O.P.



The Keys to Performance Scripting

(all of which require our time)

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THE POWER OF S.T.O.P.



THE RULE OF 15/5/5 = 4.62% OF YOUR DAY!

Keys to Performance Scripting:

1. It is critically important to **be still** and **clear your mind** in developing your daily performance script! (In addition, it is good to take time each day to think about the **good things that you are thankful for in your life** as well as what needs to get done!)

2. Identify the **list of results and activities** you must realistically accomplish each day! List everything you want to get done!

3. Now realistically estimate the **amount of time** needed for each specific activity and total up the amount of time.



4. Then determine **what should come off your list** because it is **not** mission centric, it can be delegated, or done more effectively at a later date.

5. Determine **who you will need to include** in each activity if it is to be actually be accomplished.



6. Now **prioritize and develop your A, B, and C plan of attack** for the day protecting your productive time and high priority activities most directly tied to **YOUR MISSION.**



7. Take a “**half-time timeout**” to assess your performance and be ready to make adjustments and reprioritize!

8. End each day with a **final STOP** to review progress, reflect, and prepare what is coming the next day!



HOMework: CRAFT YOUR LEADER'S CREED



REMEMBER:

***“LIFE IS TOUGH,
BUT IT’S
TOUGHER
IF YOU’RE
STUPID!”***

.....John Wayne



**THANKS FOR BEING A
GREAT GROUP AND
FOR TAKING ACTION!!**

A+