

# MOTIVATIONAL LEADERSHIP Part II

## Leading a Team Effectively and Efficiently!

Presented by

*BECK*  
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Name \_\_\_\_\_

# **Management Mistakes vs. Leadership Solutions**

## **Management Mistake**

Too many managers focus on the task being completed.

## **Leadership Solution**

Leaders recognize the importance of being task orientated as well as the role of the individual.

## **Management Mistake**

Most managers believe that personal and business relationships don't mix.

## **Leadership Solution**

Leaders know that strong relationships strengthen their business relationships.  
(Feeling safe coming to you with an issue)

## **Management Mistake**

Most managers emphasize the things people do wrong.

## **Leadership Solution**

A leader accepts people's weaknesses and rewards their strengths.

## **Management Mistake**

Most businesses underestimate the role of the family in their people's success

## **Leadership Solution**

Leaders who involve the family build both business and personal success.

## **Management Mistake**

Most managers over-supervise, denying employees responsibility and the freedom to work independently.

## **Leadership Solution**

Leaders know that freedom and responsibility are critical to their people's growth and development.

**Management Mistake**

Many managers dwell on their frustrations, disappointments and problems, and pass those negatives down to their people.

**Leadership Solution**

A leader always maintains a positive attitude, and passes that attitude to their people.

**Management Mistake**

Many managers place their career above everything else.

**Leadership Solution**

Successful leaders know the importance of living a balanced life.

**Management Mistake**

People can't lead others if they have no clear direction themselves.

**Leadership Solution**

Leaders set goals in all areas of their lives.

**Management Mistake**

Some managers see themselves as delegators instead of do-ers.

**Leadership Solution**

Leaders never ask anything of their people that they wouldn't do themselves.

**Management Mistake**

Many people get discouraged and quit before they have a chance to win.

**Leadership Solution**

A leader sees adversity as a challenge and keeps on going.

# **First Break All the Rules by Curt Coffman & Marcus Buckingham**

## **12 Questions Employees Have:**

**Based on 2,500 Business Units Within 24 companies**

- 1. Do I know what is expected of me?**
- 2. Do I have the materials and equipment to do my job right?**
- 3. At work, do I have the opportunity to do what I do best every day?**
- 4. In the last seven days, have I received recognition and praise for good work?**
- 5. Does my supervisor or someone else seem to care about me as a person?**
- 6. Is there someone at work who encourages my development?**
- 7. At work, do my opinions seem to count?**
- 8. Does the mission of my company make me feel like my work is important?**
- 9. Are my co-workers committed to doing quality work?**
- 10. Do I have a best friend at work?**
- 11. In the last six months, have I talked with someone about my progress?**
- 12. This last year have I had opportunities to learn and grow?**

# Leadership/Management Information

\_\_\_\_\_ % of company's problems lie in their hiring practice.  
Disney says if they don't smile by the time they are 14 it's likely they may never smile.

Is it important for managers to have a sense of humor?

\_\_\_\_\_ % say YES! \_\_\_\_\_ % say No!

Success is making the greatest \_\_\_\_\_ over the \_\_\_\_\_ period of time.

Over \_\_\_\_\_ % of employees say they are not absolutely sure what is expected of them at work.

\_\_\_\_\_ % of employees feel like they are in a role where their strengths are being called upon.

The Gallop Poll says over \_\_\_\_\_ % of workers have not received praise and recognition for good work they have accomplished in the past year.

If an employee is good at what they do, is paid fairly, has good benefits, and lives close to work \_\_\_\_\_ they will quit if they do not respect their immediate supervisor.

If performance evaluations are not done with the specified period employees feel forgotten and productivity diminishes.

# Vision

My Vision For My \_\_\_\_\_ Is:

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# Mission

My Mission Is:

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# 12 Rules For Bringing Out The Best In Your People

**How to create a working environment that stimulates  
enthusiasm and enjoyment!**

- 1. Expect the BEST from yourself and the people you lead.**
- 2. Make a thorough study of your people's needs.**
- 3. Establish and communicate high standards for excellence.**
- 4. Create an environment where failure is not fatal.**
- 5. Inspire your people to be the BEST (like the top 30%)**
- 6. Use models to encourage success.**
- 7. Recognize, Acknowledge and Applaud achievement. (RAA)**
- 8. Employ a mixture of positive and negative reinforcement.**
- 9. Appeal sparingly to the competitive urge.**
- 10. Place a premium on collaboration (working together).**
- 11. Build into the group an allowance for storms.**
- 12. Take steps to keep your own motivation high.**

\* Alan Loy McGinnis, "Bringing Out The Best In People"

# My Commitment to My Co-workers

As your co-worker with a shared goal of having a healthy and productive work environment, I commit to the following:

- I will accept responsibility for establishing and maintaining healthy relationships with you and every other member of this staff. I will talk to you promptly if I am having a problem with you. The only time I will discuss it with another person is when I need advice or help in deciding how to communicate to you appropriately.
- I will establish and maintain a relationship of functional trust with you and every other member of this staff. My relationships with each of you will be equally respectful, regardless of job titles or levels of educational background.
- I will not engage in the "3 b's" (bickering, backbiting, and bí í .) and will ask you not to as well.
- I will not complain about another co-worker; and ask you not to as well. If I hear you doing so, I will ask you to talk to that person.
- I will accept you as you are today, forgiving past problems and ask you to do the same with me.
- I will be committed to finding solutions to problems, rather than complaining about them or blaming someone for them, and ask you to do the same.
- I will affirm your contribution to the quality of our service.
- I will remember that neither of us is perfect, and that human errors are opportunities, not for shame or guilt but for forgiveness and growth.

Signature \_\_\_\_\_

**My Commitment to myself and my team starting tomorrow morning and going through (month/day) \_\_\_\_\_ (year) \_\_\_\_\_ is:**

1) Affirm my day everyday saying with passion and excitement the following out loud:

a) Today is an excellent day; I will be at my best all day today.

b) I am a great leader. I handle problems with ease.

c) I demonstrate professionalism with everyone I encounter today.

d) I recognize employees who demonstrate exceptional customer service.

e) Perfection I will attempt, Excellence I will achieve!

f) \_\_\_\_\_

\_\_\_\_\_

g) \_\_\_\_\_

\_\_\_\_\_

2) Make my bed every day.

Signature \_\_\_\_\_

*Thank You for  
attending today!*

**Remember You're On Stage and  
You're Always Being Watched.**

**So...**

**Go Out And Lead Your Team To Be The BEST!**

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