

# Lead, Motivate and Inspire your Dream Team

Guide a team the right way to achieve your  
business goals



**YOUR TRUE  
POTENTIAL**

IGNITE YOUR POWER WITHIN

## Workbook

# Table of Contents

Introduction: Building Your Dream Team Starts with You ..... 3  
Create a Culture of Collaboration and Innovation ..... 7  
Build Your Team’s Value through Learning Opportunities ..... 10  
Coach Your Team to Maximum Success ..... 11  
Conclusion and Next Steps ..... 15

# Introduction: Building Your Dream Team Starts with You

1. What type of leader are you? Complete the attached PDF quiz to find out if you are an authoritarian, democratic, or laissez-faire leader. There are no right or wrong answers. This is just a way for you to identify simple ways you can shift your leadership to foster more collaboration.

Write your results below along with any initial observations.

<b>Dominant Leadership Style:</b>

2. Review the results of your leadership style quiz. Were there any statements that surprised you? Brainstorm actions you can take in the future to overcome that behavior or mindset.

<b>Statement</b>	<b>Way I can rethink this</b>
<i>Ex. I was surprised by statement #6 in 'Leadership requires staying out of the way of subordinates as they do their work'</i>	<i>I've always felt it was my job to watch and monitor everyone's work and ensure they are on task. At the next team meeting, I'll let the team know that I'm working on this and I trust the team to do what needs to be done.</i>

3. From the table earlier in the module that showed the differences between leadership in the past and now, what are 3 areas that you can work on from the NOW column? Create an action for each.

<b>Area to work on</b>	<b>Action</b>
<i>Ex. Shared decision making</i>	<i>Have the marketing contractor pitch 2-3 new marketing campaign ideas instead of my telling them what to do.</i>

4. From the section on Entrepreneurial and Innovative Mindsets, rate yourself from 1-3 on each, and identify a way you can improve in those you scored 1 on.

<b>Characteristic</b>	<b>Rating from 1-3</b>	<b>Way I can improve</b>
<b>Be positive</b>		
<b>Be fine with failure</b>		
<b>Delegate</b>		
<b>Embrace learning</b>		
<b>Be flexible</b>		

5. Communicating- Similarly, rate yourself 1-3 on some of the communication attributes. For those areas you scored a 1, identify a way you can improve

<b>Communication Skill</b>	<b>Rating from 1-3</b>	<b>Ways I can improve</b>
<b>Listening</b>		
<b>Approachability</b>		
<b>Information Sharing</b>		

# Create a Culture of Collaboration and Innovation

1. Make a list of attributes you are looking for in your team members.  
Build from the list that was provided at the beginning of this module.

<b>1</b>	Results-oriented
<b>2</b>	Energetic and positive
<b>3</b>	Comfortable taking risks and into trying new things
<b>4</b>	Always looking to grow
<b>5</b>	Loves working with teams and collaborating
<b>6</b>	Able to multi-task while remaining focused on goals
<b>7</b>	
<b>8</b>	
<b>9</b>	
<b>10</b>	
<b>11</b>	
<b>12</b>	
<b>13</b>	
<b>14</b>	
<b>15</b>	

2. Create some interview questions that address these attributes so you'll have them handy the next time you are hiring someone.


3. From the list of suggested approaches to build an innovative and collaborative culture, pick 3 ideas that you can implement right away. Alternatively, if you have your own ideas, use those:

- Make a list of characteristics you're looking for
- Make sure the meeting is not top-down



- Discuss leadership style changes
- Present qualities visually
- Create digital imagery
- Use quotes
- Create a program to reinforce cultural values
- Reward behaviors
- Embody the values you expect to see
- Set aside time in your schedule

<b>1</b>	
<b>2</b>	
<b>3</b>	

4. What kind of negative behaviors do you have among your team members that you'd like to address?

<b>1</b>	
<b>2</b>	
<b>3</b>	

# Build Your Team's Value through Learning Opportunities

From the ideas presented in this module, pick one or two things you can implement as part of your Learning and Development program. Note who would be responsible for them:

<b>Learning &amp; Development Ideas</b>	<b>Notes</b>
Onboarding	
Ongoing L&D	
Transitioning to New Roles	
Cross Training	
Mentoring	
Team Role Rotations	
Office Champions	
Soft Skills Training	
Work Process Improvements	

# Coach Your Team to Maximum Success

1. What are your annual goals? Your goals should have components that each of your team members can contribute to in some way. Create 1-3 goals that you'll be working on for the next year.

<b>1</b>	
<b>2</b>	
<b>3</b>	

2. Sharing your goals. Do you have regular meetings with all your team members? Are you sharing your goals? If not, schedule your next meeting and include a task for sharing your goals and the 'why' behind them

3. Coaching Agenda: Based on the ideas in this module create your own coaching session agenda template that you can implement, or modify the one provided here. Your template should include space for each team member’s goals, which you’ll discuss in your session.

<b>Team Member Name:</b>			
	<b>Annual Business Goals</b>	<b>Milestones</b>	
<b>1</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
<b>2</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
<b>3</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
<b>4</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
<b>5</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
	<b>L&amp;D/Innovation Goals</b>	<b>Milestones</b>	

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<b>1</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
<b>2</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
<b>3</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
<b>4</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	
<b>5</b>		<b>1</b>	
		<b>2</b>	
		<b>3</b>	
		<b>4</b>	

**Coaching Session Agenda:**

<b>Part 1: Business Goals</b>	<b>Notes:</b>
What progress has been made?	
What are some specifics?	
What changes need to be made?	
What challenges are in the way?	
<b>Part 2: L&amp;D/Innovation Goals</b>	<b>Notes:</b>
What progress has been made?	
What have you learned?	
What changes need to be made?	
Where do you need support?	
<b>Part 3: Next Steps</b>	<b>Notes:</b>
What will you do between now and the next session?	
What do you need me to do?	
Agree on next steps and next meeting time	

<b>Agreed Next Steps</b>

4. For each of the people who report to you, create a bi-weekly 30 min calendar invite called 'Coaching call'. Remember you'll use the agenda you just created that focusses on Business goals and L&D/Innovation goals.

## **Conclusion and Next Steps**

1. Review your learning activities in each of the modules and note where you still have work to do.

- Make sure you've addressed each of the key areas:
  - i. Making changes to how you lead and developing mindsets to encourage innovation and better communication
  - ii. Identifying the key attributes, you'd like to foster in your team members. Create a culture program to help drive awareness of those attributes.
  - iii. Setting up a quick and easy learning program for your team members
  - iv. Setting your annual goals and team member goals.  
Setting up your 1:1 coaching sessions
  
- 2. Use the provided Action Plan template to write down your next steps for completing any learning activities and putting your coaching plan into action. Be sure to include deadlines and, if relevant, any other people who will be responsible for helping you.



<b>Task</b>	<b>Notes</b>	<b>Deadline</b>