

# You're Promoted!

## HOW TO ENGAGE, SERVE, AND INVEST IN YOUR TEAM

WORKBOOK



by  
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# Leadership Traits

This list includes 10 traits that are positively associated with leadership. How would you rank them?

- Drive for responsibility and task completion
- Vigor and persistence in pursuit of goals
- Risk taking and originality in problem solving
- Drive to exercise initiative in social situations
- Self-confidence and sense of personal identity
- Willingness to accept consequences of decision and action
- Readiness to absorb interpersonal stress
- Willingness to tolerate frustration and delay
- Ability to influence other people's behavior
- Capacity to structure social interaction systems to the purpose at hand

SOURCE: Northouse, P. G. (2019). Leadership: theory and practice. 9th ed. Thousand Oaks, CA: Sage Publications.

# How Do You Rank?

How comfortable are you with delegating tasks? (Score 1-5)

How good of a listener are you? (Score 1-5)

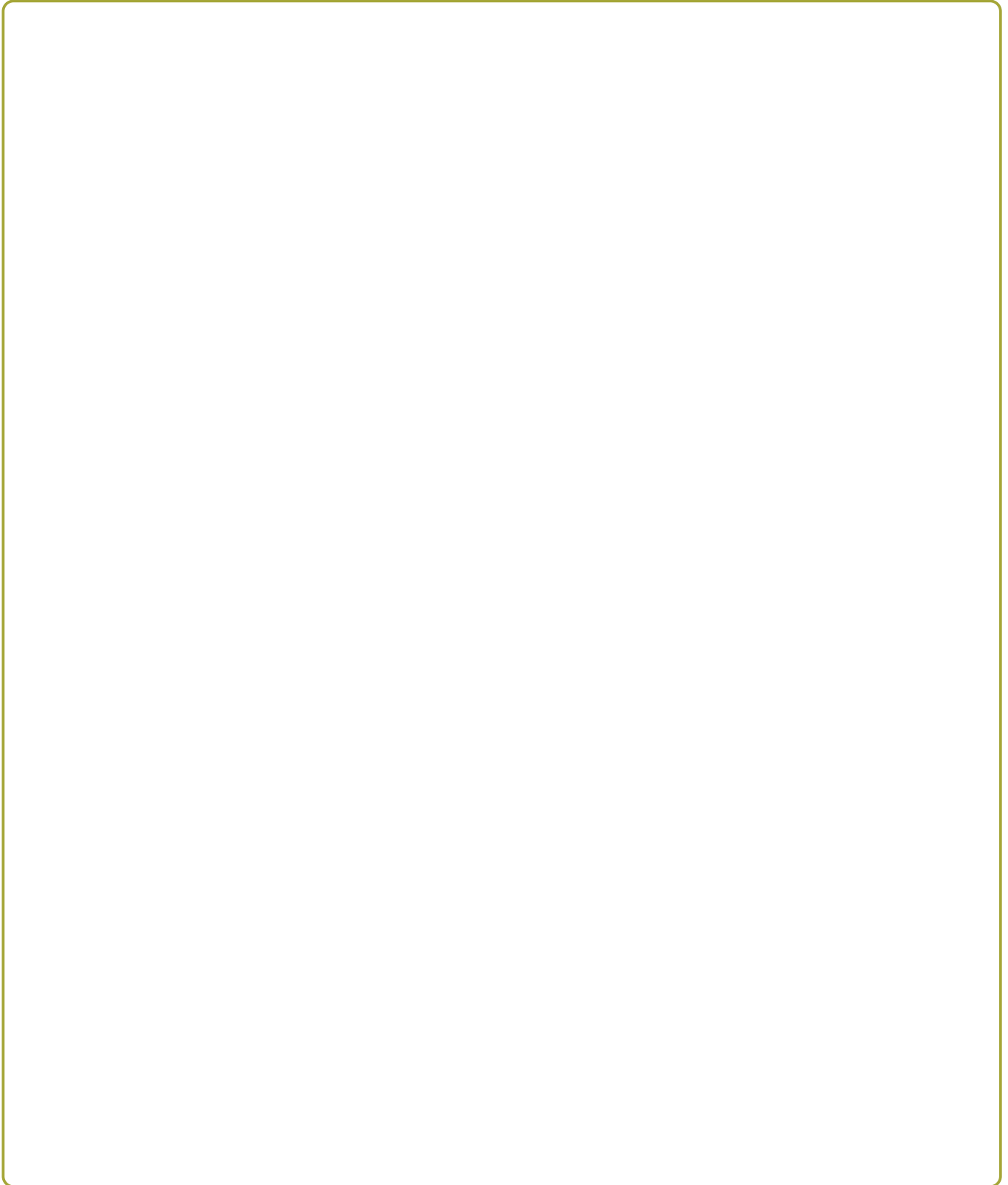
Do you get stressed often when working under deadlines?(Score 1-5)

Do you consider yourself to be approachable? (Score 1-5)

Do you have a hard time making tough decisions at work? (Score 1-5)

# Your Reflection Time...

Use this page to jot down reflections, questions, or notes.

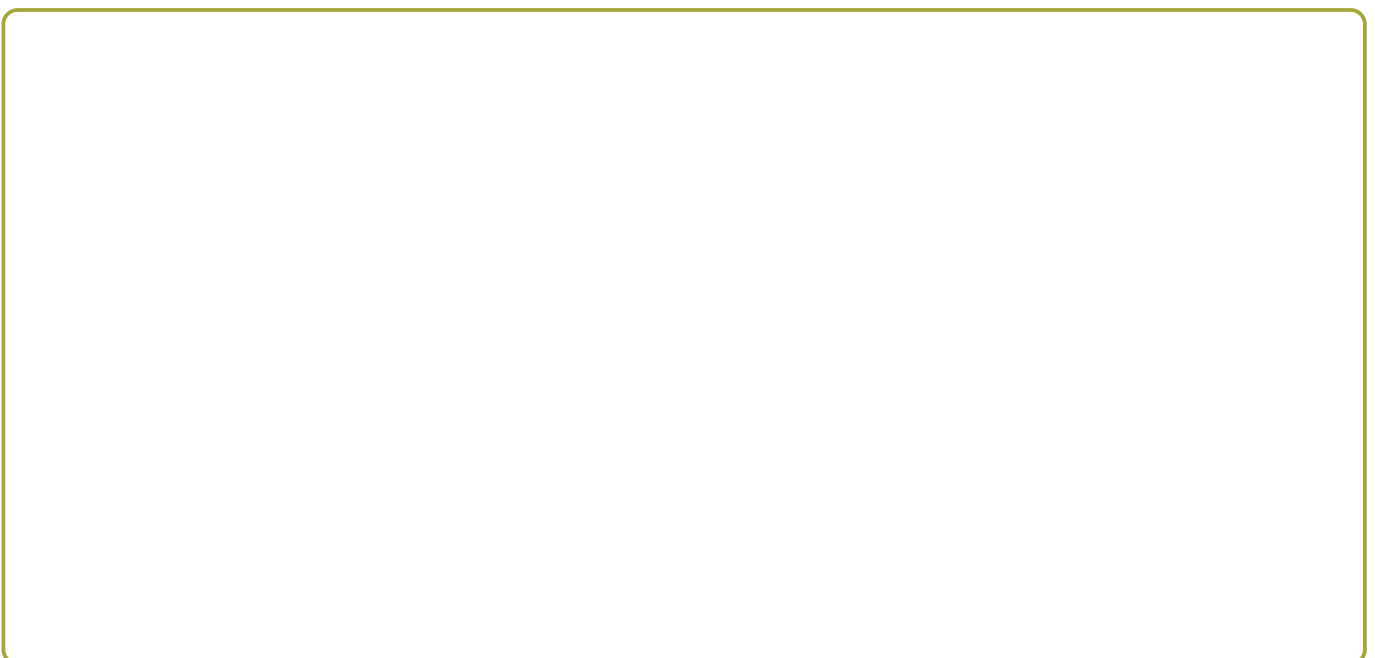


# Your Plan - Leadership

How will you assess your leadership characteristics?



How do you plan to improve the areas you want to grow?

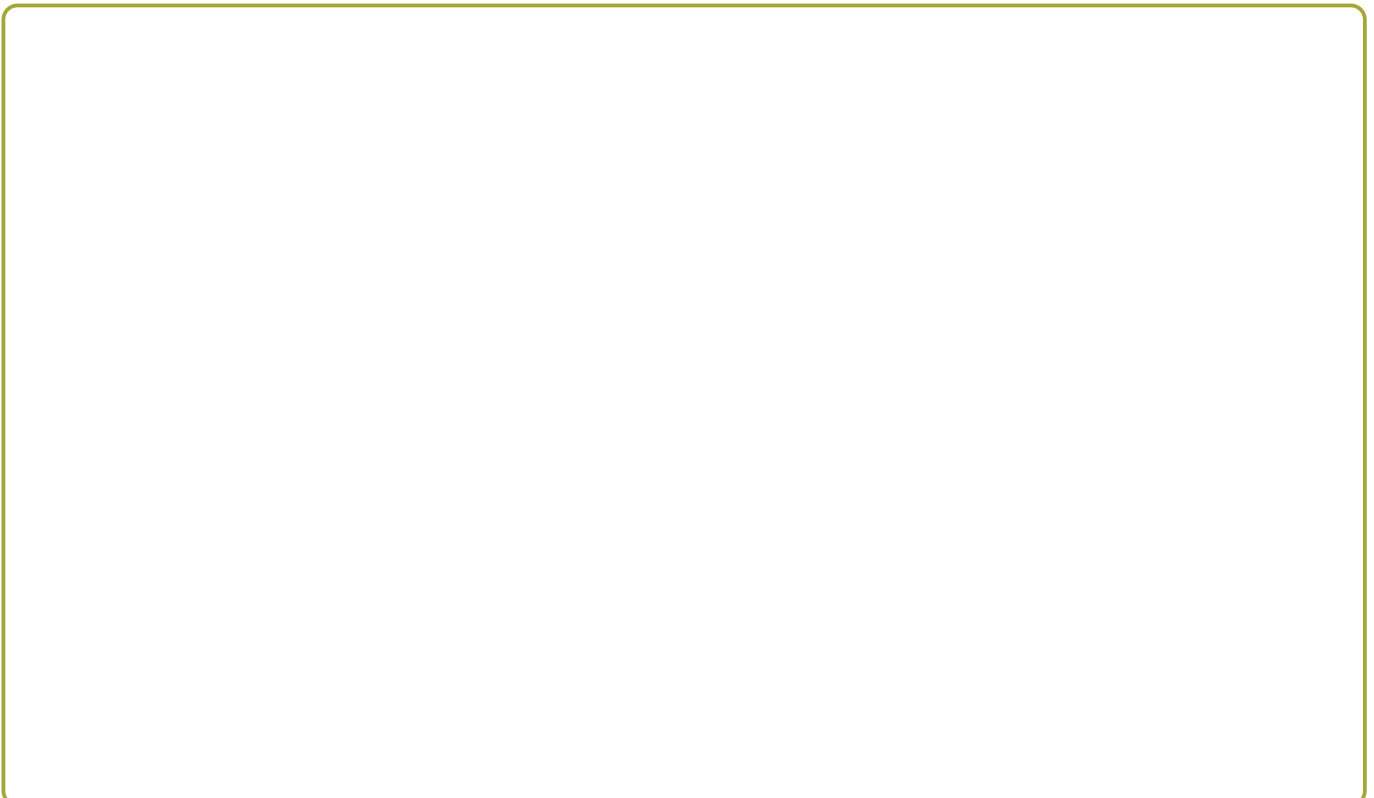


# Your Plan - Goals & Norms

How will you use SMART Goals framework to establish and communicate your team goals?



How will you create and communicate team norms?



# Team Communication

## Engaging Team Meeting Approaches

- Good News
- Recognize Team Members
  - Monthly Recognition Round Table
- Team Huddle (5 - 10 Minute)
- Rotate Meeting Lead
- Address Key Topics
- Agenda Items From Team
- Open Discussion

## Engaging 1:1 Meeting Approaches

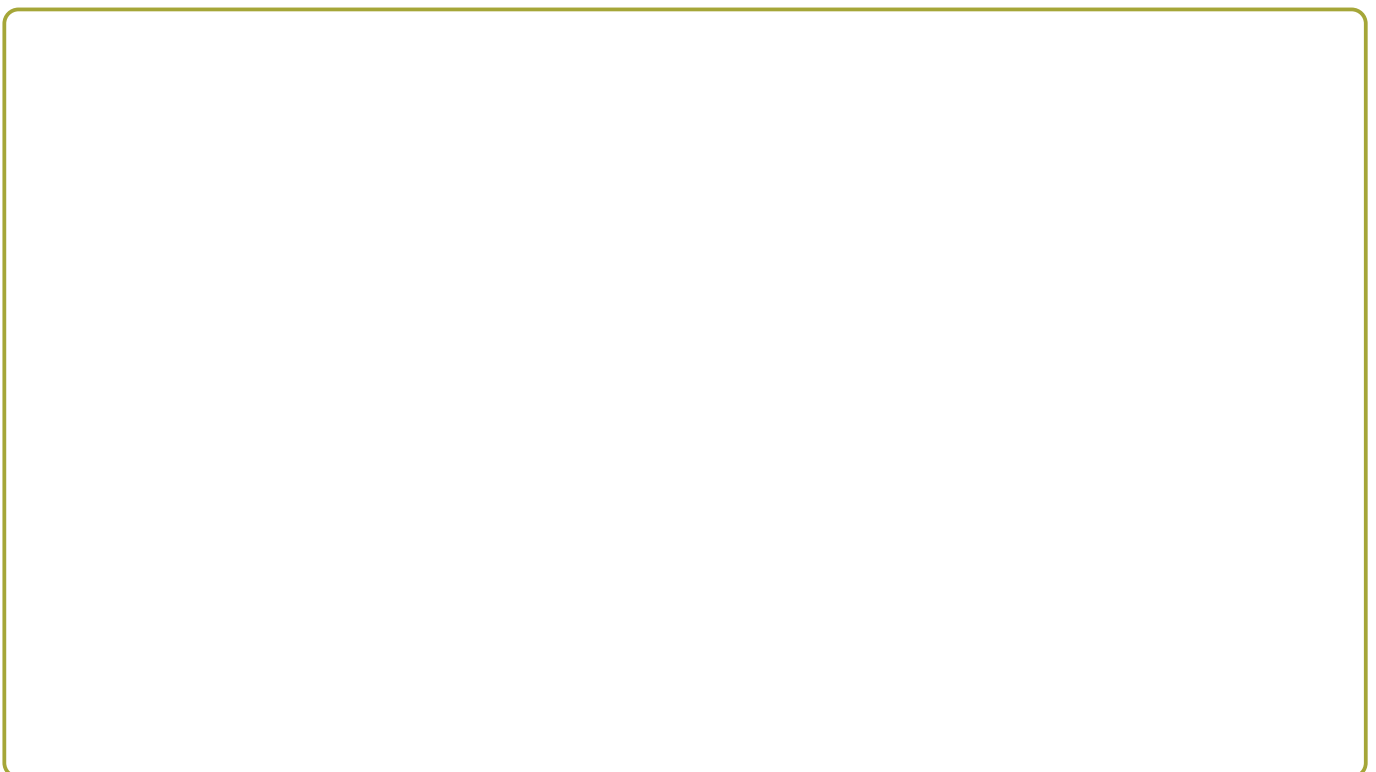
- Check-In (How's it going?)
- 1:1 Logistics & Purpose
- Previous Meeting Follow Up, Close Out
- Achievements
- Concerns
- New Items
- Next Meeting Goals

# Your Plan - Meetings

What will your process for **team** meetings be? How can you improve team meetings?



What will your process for **1:1** meetings be?





# Call To Action

What are three takeaways you gained from today's session? What are some related actions that you can do today?

What three actions can you do this week?

What three actions can you do this quarter?

List three people to collaborate with to help you.



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# Thank you!

Take a moment to honor the work you have done, and the work that you have committed to doing!



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