

## **TEAM LEADERSHIP TEXT OUTLINE**

### **SUCCESSFUL TEAM LEADERSHIP**

- Role and Function
- Your Role
- Your Ability to Lead

### **PREPARATION FOR TEAM LEADERSHIP**

- The Secret of Success and Happiness
- Authority and Power
- Types of Team Leaders
- Directing Change
- The Choice Is Yours

### **UNDERSTANDING AND AFFIRMING YOUR “SELF”**

- The Importance of Understanding You
- Your Three “Selves”
- Your Three “Selves” as a Team Leader
- Focusing on the Positive
- Affirming Your “Self”
- The Ladder of Success

### **GOAL SETTING FOR SUCCESS**

- Do You Know Where You’re Going?
- The Six Components of the Goal Setting Process
- Four Types of Goals
- Criteria for Effective Goal Setting
- Effective Use of a Goal Planning Sheet
- The Importance of Goals

### **TURNING SOLUTIONS INTO ACTIONS**

- The Importance of Action Steps
- Procrastination
- Dealing with Frustration
- Courage

### **ORGANIZATIONAL GOAL SETTING**

- Organizational Goals: What Are They?
- The Power of Organizational Goals
- Criteria for Setting Organizational Goals
- Developing Organizational Goals
- You Are the Difference

## **TEAM LEADERSHIP TEXT OUTLINE**

### **MANAGING YOUR TIME**

- Common Enemies of Time
- Planning with a Purpose
- Designing a System that Works
- Action Steps for Making the Most of Your Time
- Managing Your Time is Your Responsibility

### **MOTIVATION AND CONFIDENCE**

- Types of Motivation
- Traditional Types of Motivation
- The Power of Attitude Motivation
- Confidence
- Confidence Inhibitors

### **BUILDING A SUCCESSFUL TEAM**

- Your Team's Competency
- Developing Trust
- Delegation
- You and Your Boss

### **CREATING AND MANAGING PERFORMANCE**

- Setting the Stage for Performance
- Techniques for Better Training
- Sustaining Performance
- Continuous Feedback
- Principles of Reinforcement

### **EMPLOYEE EVALUATION AND DISCIPLINE**

- Conducting the Evaluation
- Measuring Standards
- The Development Cycle – Taking Corrective Action
- Common Problems – Simple Solutions
- Discipline
- Creating the Proper Climate
- The Disciplinary Interview

### **DECISION MAKING AND PROBLEM SOLVING**

- Decisions, Habits, and Attitudes
- Making Quality Decisions
- The Elements of the Decision Making Process
- This Is Just the Beginning

## **TEAM LEADERSHIP ACTION PLAN OUTLINE**

### **INTRODUCTION TO PERSONAL ACHIEVEMENT**

- The Nature of Goal Setting
- Your Action Plan—An Overview
- Guidelines for Initial Goal Setting

### **DREAM INVENTORY**

- Introduction to Dream Inventory
- Dream Inventory
- Checkpoint

### **SELF-EVALUATION**

- The Total Person
- Life Wheel

### **MENTAL DEVELOPMENT**

- Self-Evaluation Questionnaire
- Past Achievements/Mental Strengths
- “Where I Stand Now” Narrative
- Goal Categories

### **SOCIAL DEVELOPMENT**

- Self-Evaluation Questionnaire
- Past Achievements/Social Strengths
- “Where I Stand Now” Narrative
- Goal Categories

### **PHYSICAL DEVELOPMENT**

- Self-Evaluation Questionnaire
- Past Achievements/Physical Strengths
- “Where I Stand Now” Narrative
- Goal Categories

### **FINANCIAL/CAREER DEVELOPMENT**

- Self-Evaluation Questionnaire
- Past Achievements/Financial/Career Strengths
- “Where I Stand Now” Narrative
- Goal Categories

### **FAMILY LIFE DEVELOPMENT**

- Self-Evaluation Questionnaire
- Past Achievements/Family Life Strengths
- “Where I Stand Now” Narrative
- Goal Categories

## **TEAM LEADERSHIP ACTION PLAN OUTLINE**

### **ETHICS AND BELIEFS DEVELOPMENT**

- Self-Evaluation Questionnaire
- Past Achievements/Ethics and Beliefs Strengths
- “Where I Stand Now” Narrative
- Goal Categories

### **SETTING GOALS AND ESTABLISHING PRIORITIES**

- Introduction
- Mental Development
- Social Development
- Physical Development
- Financial/Career Development
- Family Life Development
- Ethics and Beliefs Development
- Checkpoint

### **GOAL PLANNING SHEETS**

- Instructions
- An Example
- Goal Planning Sheets
- Final Checkpoint

### **ORGANIZATIONAL GOALS PROGRAM**

- Overall Organizational Goals
- Departmental/Divisional/Team Goals
- Position Description
  - Instructions
  - Worksheet

### **PRODUCTIVITY**

- Definition of Productivity
- Evaluation Questionnaire – Productivity
- Goal Categories – Productivity
- Setting Goals and Establishing Priorities – Productivity
- Setting and Planning Goals – Productivity

## **TEAM LEADERSHIP ACTION PLAN OUTLINE**

### **TIME MANAGEMENT**

- Time Analysis Instructions
- Time Evaluation Matrix
- Time Summary Form
- Evaluation Questionnaire – Time Management
- Goal Categories – Time Management
- Setting Goals and Establishing Priorities – Time Management
- Setting and Planning Goals – Time Management

### **PEOPLE DEVELOPMENT**

- Introduction
- Evaluation Questionnaire – People Development
- Goal Categories – People Development
- Setting Goals and Establishing Priorities – People Development
- Setting and Planning Goals – People Development

### **GOALS SUMMARY**

- Instructions
- Goals Summary Sheets

### **GOALS ACCOMPLISHED**

- Instructions
- Goals Accomplished Summary Sheets