

## The 6 Critical Practices for Leading a Team™ Outline

*The 6 Critical Practices for Leading a Team* is a special collection of toolsets designed to provide first-level leaders with relevant and practical resources to help them excel in this tough and demanding role. This course equips first-level leaders with the essential skills and tools to get work done with and through other people.

The Introduction and Practices 1 through 5 will be conducted virtually as half-day modules. Practice 6, Manage Your Time and Energy, will be held in-person as a full-day, standalone course.

### Performance Objectives: Introduction

After completing this section participants will be able to:

- Surface current mindsets of participants by listing their “peaks” and “valleys”
- Introduce the 6 Critical Practices needed for leading a team

### Performance Objectives: Practice 1: Develop a Leader’s Mindset

After completing this section participants will be able to:

- Explore critical mindset shifts for leaders

### Performance Objectives: Practice 2: Hold Regular 1-on-1s

After completing this module participants will be able to:

- Increase individual engagement by conducting regular 1-on-1 meetings with team members
- Use listening and coaching question to help surface issues and opportunities for team members and to help them solve problems for themselves

### Performance Objectives: Practice 3: Set Up Your Team to Get Results

After completing this module participants will be able to:

- Help team members get results by creating clarity about the “why,” the “what,” and the “how”
- When delegating, provide the appropriate level of support to fit with the individual’s needs

### Performance Objectives: Practice 4: Create a Culture of Feedback

After completing this module participants will be able to:

- Create a culture of open communication by giving and seeking candid and accurate feedback

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### Performance Objectives: Practice 5: Lead Your Team Through Change

After completing this module participants will be able to:

- Understand a simple, powerful model for analyzing how team members experience and work through change
- Identify specific actions to help team members accelerate through change

### Performance Objectives: Practice 6: Manage Your Time and Energy

After completing this module participants will be able to:

- Implement planning processes to identify, schedule, and execute on high-impact priorities that ensure success for the team
- Use the 5 Energy Drivers to manage personal energy and optimize their performance as a team leader

**Note:** This practice will be replaced with the full day version of *The 5 Choices to Extraordinary Productivity™*.