Learning Objectives

- 1.1 Care Demonstrate caring
- <u>1.2 Care Learn about people</u>
- <u>1.3 Care Apologize effectively</u>
- 2.1 Challenge Trust in shared goals
- 2.2 Challenge Target outcomes, not people
- 2.3 Challenge Confirm understanding
- 3.1 Serve Listen first, speak last
- 3.2 Serve Courage is vulnerability
- 4.1 Enable Recognize and remove barriers
- 4.2 Enable Train people to remove barriers
- 5.1 Empower Ask for solutions to problems
- 5.2 Empower Empower contribution
- 5.3 Empower Ask people what they can do
- 5.4 Empower Celebrate positive rule breaking
- 6.1 Aspire Adopt a Growth Mindset
- 6.2 Aspire Ask for accountability
- 6.3 Aspire Performance reviews
- 7.1 Inspire Cultivate Growth Mindset
- 7.2 Inspire Paint compelling visions
- 7.3 Inspire Do performance reviews (What?)
- 8.1 Commit Make your goals transparent
- 8.2 Commit Own failures
- 8.3 Commit Share credit for victories
- <u>9.1 Manage Performance reviews (How?)</u>
- 9.2 Manage Drive engagement with wellness programs
- 9.3 Manage Ask how to promote accountability
- 10.1 Connect Ask exploratory questions
- 10.2 Connect Make insightful observations
- 10.3 Connect Focus on strengths
- 11.1 Inspire Ask leading questions
- 11.2 Inspire Focus on opportunities

1.1 Care - Demonstrate caring

- 1. Identify opportunities to express caring
- 2. Choose appropriate and authentic ways to say that you care
- 3. Remind yourself to demonstrate caring

1.2 Care - Learn about people

- 1. Show interest in the right things for your audience
- 2. Follow simple methods to learn about people's non-work lives
- 3. Use a system to record and follow-up on what you learn

1.3 Care - Apologize effectively

- 1. Recognize times when an apology makes sense
- 2. Identify the elements of a great apology
- 3. Choose great language for apologies

2.1 Challenge - Trust in shared goals

- 1. Distinguish between expectations, goals, and visions
- 2. Set SMART goals
- 3. Formulate KPIs
- 4. Set up regular time to review progress on shared goals

2.2 Challenge - Target outcomes, not people

- 1. Identify the advantages of targeting outcomes, not people
- 2. Choose language that targets outcomes, not people

2.3 Challenge - Confirm understanding

- 1. Choose effective ways to confirm understanding
- 2. Remind yourself to check for understanding

3.1 Serve - Listen first, speak last

1. Identify the advantages of listening first and speaking last

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- 2. Choose good language to start a conversation
- 3. Remind yourself to listen first and speak last

3.2 Serve - Courage is vulnerability

- 1. Distinguish vulnerability from weakness
- 2. Choose outstanding ways to demonstrate vulnerability
- 3. Plan to demonstrate vulnerability in a real interaction
- 4. Reflect on the effectiveness of demonstrating vulnerability

4.1 Enable - Recognize and remove barriers

- 1. Recognize barriers
- 2. Identify the steps in design thinking to remove barriers (solve problems)
- 3. Establish guardrails so that you will continue to delegate

4.2 Enable - Train people to remove barriers

- 1. Recognize opportunities to coach barrier removal
- 2. Choose language that encourages others to remove barriers

5.1 Empower - Ask for solutions to problems

- 1. Strike the right balance between being a servant and empowering service
- 2. Choose language that calls others to service without shirking responsibility

5.2 Empower - Empower contribution

- 1. Identify opportunities to call for more contribution
- 2. Choose language that creates a safe space for contribution
- 3. Avoid bad management behaviors that discourage contribution
- 4. Balance critique and encouragement to become a powerful coach

5.3 Empower - Ask people what they can do

- 1. Recognize situations where you should ask people what they can do
- 2. Identify productive language for asking people what they can do

5.4 Empower - Celebrate positive rule breaking

- 1. Identify the advantages of positive rule breaking
- 2. Distinguish positive rule breaking from dangerous rule breaking

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3. Choose language that celebrates and encourages positive rule breaking

6.1 Aspire - Adopt a Growth Mindset

- 1. Accurately define Growth Mindset
- 2. Identify examples of Growth Mindset for underperformance
- 3. Identify examples of Growth Mindset for excellent performance

6.2 Aspire - Ask for accountability

- 1. Identify sources of accountability in your community
- 2. Choose good accountability targets

6.3 Aspire - Performance reviews

- 1. Identify the advantages receiving goal-oriented coaching in a regular, formalized way
- 2. Identify the advantages giving goal-oriented coaching in a regular, formalized way

7.1 Inspire - Cultivate Growth Mindset

- 1. Explain the advantages of a Growth Mindset
- 2. Distinguish Growth Mindset from magical thinking
- 3. Choose coaching language that encourages a Growth Mindset

7.2 Inspire - Paint compelling visions

- 1. Distinguish visions from goals, missions, and plans
- 2. Practice using concrete significant details
- 3. Choose language that invites others to pursue your vision

7.3 Inspire - Do performance reviews (What?)

- 1. Understand the performance review process and templates
- 2. Match each portion of the performance review process to its intended benefit
- 3. Practice responding to performance review reports

8.1 Commit - Make your goals transparent

- 1. Choose SMART goals for yourself
- 2. Choose practices that make goals transparent
- 3. Match audiences to appropriate language around goals

8.2 Commit - Own failures

- 1. Identify the advantages of owning failures as a leader
- 2. Distinguish owning failures from despairing over them
- 3. Choose authentic language for owning failures

8.3 Commit - Share credit for victories

- 1. Identify the advantages of sharing credit as a leader
- 2. Choose authentic language for sharing credit

9.1 Manage - Performance reviews (How?)

- 1. Choose language that motivates participation in performance reviews
- 2. Choose examples of excellent performance review responses
- 3. Practice responding to low engagement in performance reviews

9.2 Manage - Drive engagement with wellness programs

- 1. Identify the purposes of wellness programs
- 2. Match each wellness program with its intended purpose
- 3. Choose language that effectively motivates engagement with wellness programs

9.3 Manage - Ask how to promote accountability

- 1. Recall the importance of seeking to understand first
- 2. Choose good questions to understand how you can promote accountability
- 3. Use a system to engrain the habit of asking how you can help promote accountability

10.1 Connect - Ask exploratory questions

- 1. Distinguish exploratory questions from leading questions
- 2. Choose exploratory questions that are safe but challenging
- 3. Analyze responses to exploratory questions for insight

10.2 Connect - Make insightful observations

- 1. Distinguish insightful observations from boring observations
- 2. Frame insights in a productive way

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10.3 Connect - Focus on strengths

- 1. Identify damaging impacts of the human bias to negativity
- 2. Recognize the difference between strengths and outcomes
- 3. Choose language that encourages growth without letting people off the hook

11.1 Inspire - Ask leading questions

- 1. Revisit the difference between exploratory and leading questions
- 2. Frame productive leading questions
- 3. Respond when the conversation moves in an unexpected direction

11.2 Inspire - Focus on opportunities

- 1. Revisit damaging impacts of the human bias to negativity
- 2. Distinguish opportunities from threats
- 3. Revisit painting compelling visions
- 4. Choose language that encourages the pursuit of opportunities