

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 “Selfs”
Your Three “Selfs” 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

TEAM LEADERSHIP TEXT OUTLINE

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

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

TEAM LEADERSHIP TEXT OUTLINE

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

TEAM LEADERSHIP ACTION PLAN OUTLINE

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

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

TEAM LEADERSHIP ACTION PLAN OUTLINE

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

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

TEAM LEADERSHIP ACTION PLAN OUTLINE

GOALS SUMMARY

Instructions

Goals Summary Sheets

GOALS ACCOMPLISHED

Instructions

Goals Accomplished Summary Sheets