

How Leaders Lead»

with David Novak



TAKE CHARGE OF YOU PROGRAM KIT

A comprehensive personal development program that will help your team achieve success in their work and their life

WELCOME!

Thank you for investing in your team's personal growth by giving them a copy of *Take Charge of You* and going through this program with them. This program is designed to help your leaders become the best versions of themselves through the power of self-coaching. Anyone can take the journey to self-coaching alone, but we believe your team will get stronger by doing it with others. By starting this program, you've decided that you are no longer going to leave your team's personal development up to chance.

This Program Kit will teach you how to implement the concepts in this book throughout your team.

In it, you'll find:

1. A program overview
2. A recommended schedule to follow
3. A program kickoff plan to generate excitement from your team
4. A discussion questions to to enhance everyone's investment in the book
5. A follow up meeting to make sure the lessons and values your team takes from this book are ones that bring big impact to their own life and to your team

If you have questions as you work through this kit, don't hesitate to reach out directly to our team. You can do that by emailing John Hamilton at john@howleaderslead.com

We're excited for you to dive in. Enjoy!

HOW THIS PROGRAM WORKS

This personal development program will empower your team to become the best versions of themselves by becoming great self-coaches. It's a powerful program that will allow for personal growth and transform the way your team works together to get big things done.

Program Overview

The Take Charge of You Training Program is designed to help anyone master the skills of self-coaching. People who want to grow and achieve more in life usually have a great mentor or coach guiding them along the way. Those of us who don't have access to a coach are no longer left behind. With the skills taught in this program, anyone can learn to coach themselves to success.

Taking the responsibility for coaching into your own hands will give yourself what you need to succeed, grow and lead a more fulfilling life. When you *take charge of you*, you'll learn how to coach yourself to get the things you really want in life. This program will help everyone on your team do just that.

The program consists of the Take Charge of You book, Take Charge of You workbook (containing exercises and journal prompts), and a Discussion Guide. While the book itself is powerful, you and your team will see a more profound transformation when you use all materials that make up this program.

HELPFUL TIPS

Adopt Development Language

This program is a chance for your team to adopt new and powerful development language. When everyone commits to the program, your team will share a common language they can use to continue encouraging each other in their personal development. It might seem unnatural at first, but the more you use it, the more you'll grow.

“Joy blockers and builders”, “kickstart a learning curve”, “identifying your single biggest thing (SBT)”, “flexible mindset” and “personal highlight reel” – all new phrases taught in the book that will help your team know how to talk about their growth in a more meaningful way.

Set Clear Expectations with Your Team

As you'll see in our recommended schedule, this program takes about four to six weeks. Before you assign this work to your team, be sure to set expectations and communicate the real value they'll get out of working through each section. Explain to them that this program is designed for their personal development and cast a clear vision for who they can become once they put these principles into practice. Getting your team to buy-in to this program from the beginning will result in higher adoption and stronger performance in the long run.

SUGGESTED SCHEDULE

We recommend working through the program in 4 to 6 weeks. At the end of each week, schedule a 30-minute meeting with your team to work through the Discussion Guide and any questions that come up.

Four-Week Schedule

Week 1 - Introduction, Chapter 1, Team Discussion

Week 2 - Chapter 2, Chapter 3, Team Discussion

Week 3 - Chapter 4, Team Discussion

Week 4 - Chapter 5, The Final Word, Team Discussion

OR...

Six-Week Schedule

Week 1 - Introduction

Week 2 - Chapter 1, Team Discussion

Week 3 - Chapter 2, Team Discussion

Week 4 - Chapter 3, Team Discussion

Week 5 - Chapter 4, Team Discussion

Week 6 - Chapter 5, Final Word, Team Discussion

*Use the accompanying Discussion Guide to facilitate each Team Discussion.



PROGRAM KICKOFF

Generating excitement around this program will help you get buy-in from your team. Use these suggested email and kickoff meeting agenda to officially launch this personal development program for your team.

Sample Kickoff Email

Hey team!

We know that personal development is critical to your success at work and in life. It's why we've invested in a training program that will teach each of us how to be a great self-coach. We're excited to kick off this program and know that when we all commit to it, we'll work better together as a team, encourage each other in our personal goals and build a healthier organization together.

Here's how this program will work:

1. Each of you will receive a copy of *Take Charge of You: How Self Coaching Can Transform Your Life and Career*
2. You'll also get a digital workbook that will guide you through each section of the book with exercises and journal prompts to deepen your understanding of the concepts.
3. I'll assign reading and workbook exercises each week of this four to six week program.
4. At the end of each week we'll have a 30-minute discussion on that week's assignment.
5. Once the program wraps, we'll have a follow up meeting to continue to encourage one another on our journey to become great self-coaches.

Be on the lookout for a calendar invite for our program kickoff meeting. Don't hesitate to reach out with any questions you have. We're thrilled to offer this to you all – you are so worth investing in!

All my best,
Your Name

Sample Kickoff Meeting Agenda

Meeting Name: Take Charge of You | Program Kickoff

5 minutes: Welcome

Generate excitement around this new personal development opportunity for your team.

Distribute books and workbooks to each member of your team.

Ensure each person in the room knows one another and if not, have everyone introduce themselves.

10 minutes: Program Overview

Explain the Take Charge of You Program using the program overview language from this Leader Kit.

Ask questions to generate interest in the program:

“Have any of you worked through a personal development program before?”

“What have you learned about yourself and your abilities as you’ve grown?”

“What are your initial thoughts about the concept of self-coaching?”

Assign the first week’s work and let your team know when the first discussion will be held.

5 minutes: Set Clear Expectations

Be clear with the work you assign and ensure there is no confusion about how the program works. Be sure to communicate how the assignments to will empower your team members to continue learning and growing.

5 minutes: Questions

Allow your team to ask questions. Then inspire them to hit the ground running by completing the first week’s assignment.



TAKE CHARGE OF YOU
DISCUSSION
GUIDE

DISCUSSION GUIDE

We know you want to become the best you you can be, and learning how to be a great self-coach by completing the exercises in *Take Charge of You* will help you get there. The questions in this discussion guide will help you dive even deeper into the self-coaching concepts and will keep you accountable to putting the principles into practice. By starting this process, you've decided that you are no longer going to leave your life or career to chance! Congratulations!

This discussion guide is meant to facilitate meaningful conversation with your team around the topics presented in the book. Each set of questions corresponds to the *Take Charge Actions* in the book.

How to use this discussion guide to transform your entire team into a group of great self coaches:

1. Schedule 5 group discussions over the course of 5 weeks (one discussion per section of the book).
2. At each discussion, follow the questions and prompts in this guide to engage your team members and dive deeper into each topic.
3. Journal after each discussion about key takeaways from your conversation and steps you plan to implement into your day-to-day work. Encourage your team to do the same.
3. Keep yourself and your team accountable for developing into great self coaches by checking in each month about their self-coaching exercises.



PART ONE

THE SELF-COACHING CONVERSATION

Gain a better understanding of how best to coach the unique individual that is you and figure out what we will be coaching you toward.

Joy Blockers

1. What are your joy blockers? What joy blocker was most surprising to you and why??
2. How did completing this exercise feel? If it was difficult, what made it that way?
3. Do you feel comfortable eliminating the things on your joy blockers list from your life?

Joy Builders

1. Compare this exercise to the joy blockers exercise – what was different about completing this one?
2. What came up for you as you reflected on what brings you joy?

Single Biggest Thing

1. Was it difficult to come up with your SBT?
2. What did you like or dislike about determining your SBT?

Envision Your Destination

1. Have you ever participated in a visualization exercise like this one?
2. What felt new or different about imagining *having achieved* your SBT?

PART TWO

THE SELF-COACHING MINDSET

Open yourself up to growth.

Change Your Nots into Not-Yets

1. Was it difficult or easy for you to list things that are out of your comfort zone?
2. How does the practice of reframing sit with you? How do you plan on using this tool as part of your development?

The Practice of Neutrality

1. What was detachment breathing like?
2. Do you notice yourself forgetting to breathe in situations that elicit a negative response in you?

Put Yourself in a Neutral State

1. What are some of the ways you'll achieve neutrality?
2. How do you plan on incorporating those into your daily or weekly routine?

Shift Your Focus

1. How did shifting your focus change your perception of the negative event that happened?
2. Practically, how will you use this tool as you continue to develop?

Balance Your Negatives with Positives

1. What was easier – listing the good things about yourself or the bad things about yourself? Why do you think a certain one was easier?

PART TWO

(Continued)

Prioritizing What You Value Most

1. Do you feel like the values you listed characterize yourself and your leadership style?
2. What was most challenging when it came to prioritizing the items on the list?

Define Your Purpose

1. How did creating your purpose statement feel?
2. What emotions came up for you while completing that exercise?



PART THREE

THE SELF-COACHING PLAN

Uncover transformational insights.

Make Your Journey a Purposeful One

1. Why do you think it's important that your SBT, purpose statement and values align?

Practice Your Humility

1. Why do you think it's important to develop a posture of humility?
2. How did it feel to make a list of people who have supported you on your journey?

Learn To Ask For Insights By Consulting Your Assistant Coaches

1. Were you surprised by any of the people you listed as potential assistant coaches?
2. How do you feel about asking your assistant coaches for advice? What emotions does it elicit?

Kickstart Your Learning Curve

1. How do you plan to keep yourself accountable for completing the tasks you listed to expand your knowledge?
2. How will you continue to develop a growth mindset?

Identify How You Handle Roadblocks

1. What was it like to recall a challenging situation and reflect on it? Did you experience any resistance as you tried to reflect on that situation?
2. How can you better handle roadblocks moving forward?

Listen To What Your SBT Is Telling You

1. Are you surprised by what comes up when you reflect on your SBT?

PART FOUR

THE SELF-COACHING JOURNEY

Turn Insight into Action

1. What's it like for you to think about taking steps to achieve your SBT?
What emotions does it bring up?
2. How can you navigate those emotions to move through them and take the action steps you know you need to take?

Start Your Roadmap

1. Do you feel equipped to take the first step towards achieving your SBT?
Why or why not?
2. Can you clearly visualize what you need to do to complete it?

Track Your Progress

1. How will you keep yourself accountable to making progress on your SBT? Are there people you need to inform about your SBT who can help keep you on track?

Appreciate Yourself

1. How did this exercise change your perspective on yourself?
2. What was most difficult about identifying what you appreciate about yourself? Do you think others share this same appreciation in you?

Flip the Script

1. How does self-doubt affect your ability to lead others and perform at a high level?
2. What scenarios can you bring to mind that this exercise would be helpful for?

PART FIVE

THE SELF-COACHING HABIT

Build Your Motivational Space

1. Building a motivational space is so fun! How was this exercise for you? Have you ever done anything like it?

Choose How You Want to Feel Today

1. Have you ever believed that you can affect how you feel on a given day? What do you think will change once you make this a daily practice?

Go Public by Sharing Your Intention

1. Are you hesitant or excited to go public by sharing your intention? Do you feel safe sharing that with the person you wrote down?

Create Your Personal Highlight Reel

1. Were you surprised by what you listed in your highlight reel? How does reviewing your highlight reel make you feel about your ability to achieve success?

Raise the Bar Year Over Year

1. Let's talk about what you listed in the column marked "Who I Am Today." Did you complete this exercise in a neutral state? How can reviewing this list empower you to be even better next year?
2. How do you plan on making sure you follow through with the steps you need to take to make next year more outstanding than this year?

FOLLOW UP

Don't let the power of self-coaching slip away. Schedule follow up meetings once you wrap up the program so your team stays inspired and motivated to be great self-coaches. We suggest at least one follow up meeting, but feel free to host these quarterly to keep personal development a top priority for your team.

Suggested Follow Up Meeting Agenda

Meeting Name: Take Charge of You Follow Up Meeting

5 minutes: Welcome

Remind your team of their commitment to the principles of self coaching.

20 minutes: Check-In

Check in with your team about how they've been using the principles taught in this program. Ask questions like:

- "What are some examples of ways you've incorporated self-coaching into your work?"
- "How has your Single Biggest Thing changed over the last few months?"
- "How have you found even more clarity around your joy builders?"
- "How have you eliminated some of your joy blockers from your life?"
- "What ways are you using your personal highlight reel?"
- "What have you learned from your assistant coaches?"

5 minutes: Open Discussion

Give your team space to share about what's come up for them as they've incorporated these principles into their life and work.

5 minutes: Questions

Allow your team to ask questions. Then inspire them to continue putting these concepts into practice to continue learning, growing and seeing the success they want in their life and work.

CONGRATULATIONS!

You completed the Take Charge of You book and discussion guide! Now that you've taken a deeper dive into these concepts, you have a solid pathway to becoming the best version of YOU you can be. Revisit the concepts you discovered through this process to remind yourself of the self-coaching mindset. The more you do, the more it will become second-nature to live in a habit of self-coaching!

If you haven't already, subscribe to the How Leaders Lead podcast. It will be an excellent tool to help you continue to develop as a great self-coach and even better leader. Each episode offers practical leadership skills you can use to inspire and motivate those you lead.