

Rise Up, Leader - Toolbox

JEWISH FAMILY SERVICE LA

Values in Action

Communication Styles



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Management

- Task-oriented
- Transactional
- Doing things right
- Events and tasks
- Instructs people
- Cognitive intelligence
- Relies on authority
- Push-approach
- Status quo

Leadership

- People-oriented
- Transformational
- Doing the right things
- Attitudes and behaviours
- Inspirational and visionary
- Listens and empowers
- Emotional Intelligence
- Leads through others
- Asks people
- Pull-approach
- Risk taking

Manage tasks and lead people



Meeting Protocol

Check-In

Your Safe "Container"



Check-Out

what are your values?

Game Changing Conversation

Name	Name the Issue
Provide	Provide a Specific Example
Describe	Describe Your Emotions
Clarify	Clarify What's At Stake
Identify	Identify MY Contribution to the Problem
Indicate	Indicate YOUR Wish to Resolve It
Invite	Invite a Response

Game Changing Conversation

Name

Name the Issue

Provide

Provide a Specific Example

Describe

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Clarify What's At Stake

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Identify MY Contribution to the Problem

Indicate

Indicate YOUR Wish to Resolve It

Invite

Invite a Response

Communication Styles: Pair Activity

How do they like others to communicate to them?

- **CONNECTOR:** bonding conversations, connect first – then agenda, be tactful, convey understanding
- **PLANNER:** productive conversations, practical, realistic, stay on target, don't interrupt, be appropriate
- **THINKER:** thought-provoking conversations, ideas, theories, future plans, strategy, fixing things
- **MOVER:** entertaining conversations, adventures, jokes, accomplishment sharing, brief

Communication Styles: Pair Activity

What is the #1 thing they'd like people to keep in mind when communicating with them?

- **CONNECTOR:** Loud tones can jolt me. Please remember to be calm when you communicate with me.
- **PLANNER:** I hate whining. Don't come to me complaining unless you have a solution to suggest.
- **THINKER:** Just because I pause before I respond doesn't mean I didn't hear you or understand the question. Give me time to think instead of getting irritated or impatient with me.
- **MOVER:** I can get very passionate and loud, I am not angry, I am eager.



Delegation



What is delegation

Delegation is the process of distributing and entrusting work to another person. In management or leadership within an organization, it involves a manager aiming to efficiently distribute work, decision-making and responsibility to subordinate workers in an organization. [Wikipedia](https://en.wikipedia.org/wiki/Delegation)



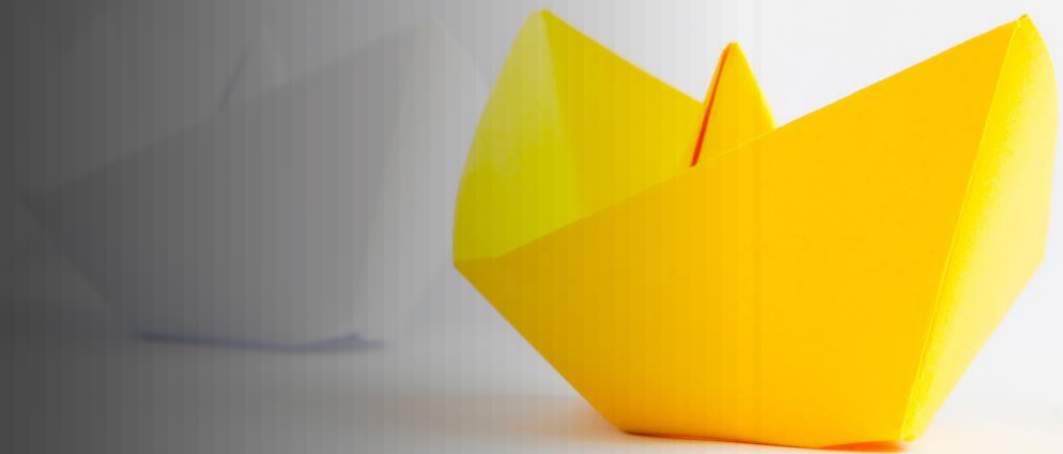
Why do you as a leader want to delegate?

- Expand time
- Ability to accomplish more
- Rise Up the team
- Reach initiatives more efficiently
- Less stress
- Do more in less time





The Art of Mastering Delegation



Mastering Delegation



Focus on activities you do best.



Provide clear, concise instructions.



Balance delegation and accountability.



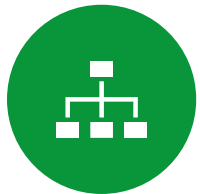
Assign tasks to the right people.



Set biweekly meetings to discuss projects.



Assess each team member's skills.



Delegate outcomes, not tasks.

Mastering Delegation



Level 1 - Carry Out Instructions

- NEW staff.
- Not sure of A, B, C skills set.
- Earn the opportunity.

Mastering Delegation



Level 2 - Research and Report

- Ready to take on the world.
- No decision making authority.
- Follow directions.

Mastering Delegation



Level 3 - Research & Recommend

- Level of trust.
- Confidence in following directions.
- Learning thought process.
- No risk.

Mastering Delegation



Level 4 - Decide & Inform

- Length of relationship.
- Level of confidence.
- Importance of project.
- Thought process.

Mastering Delegation



Level 5 - Act Independently

- Tried and true.
- Earned responsibility.
- Accountable.
- High level of trust