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RESOURCES FOR LEADERS/INFLUENCERS
TO ACHIEVE POSITIVE CHANGE



TOOLS

MY TOP 2 LEADERSHIP TOOLS TO INCREASE PRODUCTIVITY AND WORKPLACE HAPPINESS

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HELLO.

THANK YOU SO MUCH FOR DOWNLOADING THIS PDF TODAY. I'm so thrilled you are keen to get a heads up on these two tools. I'm Jo Eady, a Leadership Specialist who supports leaders / influencers to achieve positive change no matter their role!

Are you ready to get started?

I've put these Top 2 Leadership Tools together for you after working with thousands of leaders.

You'll also see I've included some activities for you to complete along the way.

I encourage you to do these as you go, this way you'll gain maximum benefit.

PS. Reach out anytime if you have any questions or queries.

BIO.

I'M JO EADY, A LEADERSHIP DEVELOPMENT SPECIALIST AND AWARD WINNING BUSINESS OWNER.

I founded RuralScope in 2000. I knew there were thousands of Australians working across agricultural supply chains and in rural communities that could be more effective in their roles if they had access to quality leadership and professional development. RuralScope evolved to address this need. We have now grown to become a leading provider of people development services for Australia's agricultural and rural industries.

I'm known for facilitating innovative change and building and supporting leaders as individuals as well as across groups, businesses and industries.

Since 2000 I have supported over 5000 clients on their leadership journey via programs, workshops, coaching and mentoring. I have developed and delivered whole of industry and company leadership programs as well as facilitated the formation and strategic direction and plans for a range of industry bodies. I love working with leaders to help them facilitate better in their own lives as well as their work and the lives of others. I hold qualifications in education, psychology, management and coaching / counselling.

I'm equally at home in the paddock and the boardroom and was recently described as the secret ingredient for many successful agricultural leaders.



COMMIT TO ACTION.

I'd like to ask you one thing before you read on. Can you promise me that you will use at least one of these tools within the next day? And let me know how you go? Yes, this is my call to action for you. You see I genuinely want you to be rewarded for your time here. Not just do a read and leave! I'm genuinely driven by supporting leaders to gain results for themselves and those they serve. Action makes the difference here. Are you with me? Great, let's get started.

A BIG QUESTION

Not long ago I was asked a question by a leader just like you that got me thinking.

It got me thinking about the magic that happens between awareness and behaviour change, conscious thinking and action taking.

As well as actions and outcomes. And how leaders can hold this magic and unlock amazing talent, contribution and outcomes with a single turn.

Sounds easy huh?

Would you like to know the question I was asked? Well here it is.

"What's one thing that I can do today that doesn't cost anything, takes just a few minutes of my time and makes an immediate difference to individuals, to the team and to the project we are working on and me?"

- Yep, Its a biggie!

ABOUT THE LEADER.

The leader is a Senior Manager involved in agricultural research

- + They are well credentialled and well regarded having worked successfully in this role for 10+ years.
- + They have participated in loads of training to executive coaching. From this, they have notes and workbooks, models, research results and case studies.
- + They admit that time management can be an issue.
- + They identify as an adaptive leader and believe they support their staff.
- + They also tell me they are busy, they never stop once the work day starts and spend their time working to meet timelines and get the job done. They tell me that if the truth be told they have concerns about the culture and happiness (or lack thereof) of their staff and their workplace. And that this can keep them awake at night!
- + I know the senior manager works with staff face to face and also coordinates some virtual teams as well.

Does any of this sound like you?

BE VULNERABLE.

I'm always excited when leaders allow themselves to be vulnerable. It means they are not being led by their ego to ensure they 'look good' but have a genuine commitment to themselves, their team and the projects they're working on.

In my experience, telling the truth to yourself is key in being able to identify an issue and this takes both vulnerability and courage. It also takes self-awareness, and this means you must take time to reflect on what's working well and what isn't.

Only by doing this can you identify the issue at hand.

MY TOP 2 LEADERSHIP TOOLS

After working with thousands of leaders, they give the best feedback about two tools that once implemented have changed the way they act and are seen as a leader. They tell me they feel more at ease in their role. And, importantly, they tell me that those they lead benefit as well.

I hope you will find these two tools valuable and that they help you, not only to shift the needle on your own leadership, but enhance the roles, output and outcomes of those you lead.

So, let's start right here. It's a weekly practice that takes 5 minutes of your time. And I guarantee you will have a better weekend as a result!

TOOL 01 REFLECT WEEKLY TOOL (RWT)

At the end of each working week

- 1. Find 5 mins to sit quietly with no interruptions (yes this means mobile phone on silent!)
- 2. Scan you diary and look at your events of the week.
- 3. Draw two columns – 1. What’s working well? 2. What’s not working well?
- 4. Jot down a few dot points in each.
- 5. Celebrate your what’s working well points.
- 6. Read back over your what’s not working well points.
- 7. Put an asterisk beside the one that you commit to doing something about.
- 8. And write one action that you will take next week.

And that’s it. You’re done. It’s a fabulous way to close off the working week. And it helps turn an issue into an action. A negative into a positive. And it’ll create a better transition from work to weekend! Now that’s a bonus, right?

| | |
|--------------------------|------------------------------|
| 1. WHAT IS WORKING WELL? | 2. WHAT IS NOT WORKING WELL? |
| ACTIONS FOR NEXT WEEK. | |

TOOL 02 GIVING COMPLIMENTS AND POSITIVE FEEDBACK

Now it's time to step things up...and get to the real answer to this Senior Manager's question.

That is the low cost, can be done in a few minutes that can make immediate difference tool. When you have people feeling good about their work, they feel good about themselves. With this comes improved performance and productivity (and loyalty!). And this then affects everyone around them too.

And the best part is that giving compliments doesn't have to be difficult. It works every single time. It grows productivity and loyalty! It sounds like this.

"Jo, thanks for all your great work on the leadership proposal. I like how you included research and data to back up the key points. I am sure this will result in our team being short listed for the next round of funding. Thanks again for your effort and hard work, super pleased to have you on the team."

And adapted from leadership consultant, Shawn Doyle, here's the 4 step process to get you there.

1. Use positive words (e.g. "great," "wonderful," "excellent").
2. Say what is going well. Be specific.
3. Acknowledge the result (e.g. increased sales, changed opinions, getting approval).
4. Thank them.

And there's a choice - you can give this fabulous feedback verbally, or why not write a note or email, include it in a newsletter or share at a team meeting.

So before you go on, think about who you would like to complement or give positive feedback to next week.

And then remember to do it!

SO, WHAT'S THE VERDICT?

Months on, the Senior Manager tells me they still use both these tools. They use the Reflect Weekly Tool every Friday. And it achieves more than they thought it would. It helps them turn off and keeps them positive about their work and the people in it! And it creates a routine action list which is integrated with performance / productivity – theirs and those they supervise. They like the fact that they have a system in place and that it's reduced their knee jerk responses to things.


Giving compliments and positive feedback is used but not overused. The Senior Manager tells me this doesn't come as naturally as they'd like. But the rewards pay off big time. Each staff member shines from the inside out after receiving a compliment / positive feedback and this has an immediate feel good for them.

“It's easy to see the changes in the individual as well as those around them. This works big time. They knuckle down to work better, are keen to try new things and are generally just better at keeping on track and getting things done”.

OVER TO YOU.

Remember how right back at the start of the read, I asked you to commit to use one of these tools in the next day. Well now it's over to you. Good Luck.

I wish you all the best.



PS. Let me know how this works for you.

And remember change takes time, so stick at it!

MY NOTES.



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STAY IN TOUCH.

YES I'D LOVE YOU TO!

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5 Ways to Lead with Heart

After 20 years of figuring out how leadership works, we've gathered tools, insights and lessons for you that will genuinely transform your life and work across the agricultural, rural and regional sectors.

5 Ways to Lead with Heart is a fortnightly newsletter devoted to courageous leadership, influence, personal development and innovative change.

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