



Leadership Shorts: An In-Meeting Study Guide

Building a Team That Wins

How does one group of people seem to just “get it” and are able to accomplish much more than other groups? The secret can be found in the nitty-gritty of the day to day operations and interactions with the team. The disciplines that push a group of employees forward become the difference that builds the competitive advantage every leader desires. This worksheet used alongside Leadership Shorts provides reminders every leader needs to keep you fresh and intentional in order to achieve the success that truly makes you and your team winners.



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Building a Team That Wins

I. Simple and Easy

- a. In your own words, describe the difference between the concepts “simple” and “easy.”

- b. Write a sentence or two communicating a team goal in simple language.

- c. What are some ways you can make that goal achievable? (i.e. which barriers can you remove?)

- d. On a scale from 1 to 10 with 1 being super simple and 10 being crazy complex, how would you rate your leadership message today?

II. Their Top Ten

- a. If Dave Letterman asked your customers or team members what their top ten reasons are for liking or disliking your department, what do you think they might be?

- b. What is the biggest way to you can find out for sure what’s on those Top Ten lists?

- c. What are some ways you can help your team focus on one improvement at a time?



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- d. Describe what you think the biggest irritants to your team and customers are. Would they agree?

III. Decisions

- a. What are some “indecisions” your team is facing right now? Are these the result of a “Groundhog Day” approach to meetings, another cause, or a combination of both?

- b. Describe the role decision making has in moving an organization forward.

- c. What are some consequences of indecision or delayed decisions?

- d. What are some specific examples of how indecision has affected your own morale in the workplace?

IV. Progress is Messy

- a. Describe what the perfect team looks like. Is your team there yet?

- b. What are some ways your own professional growth has been “messy?”



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- c. How can you demonstrate patience to team members still progressing?

- d. What are some specific ways you can celebrate small steps of progress?

V. **Workplace Gravity**

- a. What are some things that “fall” in your workplace?

- b. List some common ways trust is undermined among team members and leaders?

- c. Describe the “domino” effect and its dangers.

- d. How can you reverse the domino effect through your relationships?
