



Leadership Shorts: An In-Meeting Study Guide

Connecting With My Team

Your effectiveness begins here. A team that is not connected and mentally “on the same page” will struggle to achieve any level of success. This worksheet used alongside Leadership Shorts will help you learn how to communicate clearly and effectively where the team is going. These concepts will also challenge the myth of good intentions. As leaders, we often think we are clear when in reality individual team members have a very different version of the message. That difference in understanding ensures a high probability your team (and you) will miss the mark on your success. The good news is . . . it doesn’t have to be that way.



Connecting With My Team

I. Pulse Check!

- a. What is your understanding of where your team is going – is your vision clear?

- b. In one to two sentences, summarize what you perceive your role to be in furthering this vision.

- c. How safe do you feel requesting and receiving regular feedback?

- d. What are some ways you can use feedback to quicken the pulse of your team?

II. To Fail or Not to Fail

- a. How prepared are you to explain “how the dots connect” when a team member asks “Why?”

- b. What are some ways you can ensure consistency in what you say and what actually happens?

- c. Have you ever been the “11th hour deliverer” or have you ever been affected by one? How does that affect your confidence in yourself or the team member delivering at the last minute?



- d. Do you recognize any “Charlie Brown’s teacher” traits in yourself? What are some solutions for better communication?

III. Feedback Grenades

- a. Describe your current feedback method. How effective has it been?

- b. Have you ever unassumingly packed feedback grenades only to have them backfire? If so, describe the situation.

- c. What are some ways you can offer feedback in a non-threatening way?

- d. How can you give feedback on a regular basis, making the best use of your time?
