



Leadership Shorts: An In-Meeting Study Guide

When I'm the New Guy

Whether you are brand new to an organization or you were promoted from “one of the guys” into management, being new in a leadership role is tough and can be filled with a maze of uncertainty, mistakes and lessons learned. This worksheet alongside the book “Leadership Shorts” will help you – the new leader – navigate those waters and gain confidence as quickly as possible.



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I. Four Essential Skills

- a. What are some ways your job role has expanded since becoming a leader in your organization?

- b. In what ways have you or can you share your “big picture” view to your team members as they handle the nitty-gritty details?

- c. What would it look like for you to “get out of the way” to let your team work?

- d. List specific examples of how you can build trust in your new leadership role.

II. Follow me

- a. What are some reasons why people would choose to follow you? (Boasting allowed!)

- b. List some adjectives – positive or not – you think your team members might list if they were asked to describe you? (No need to share out loud.)

- c. On a scale from 1 to 10 with 1 being “barely” and 10 being “completely” how would you describe how well you have caught your company’s vision?

- d. What are some ways leaders can influence for the better or for the worst?



III. Over-communication

a. In your opinion, is it possible to communicate too much?

b. What are some ways you have responded in the past to lack of communication in the workplace?

c. What are some of the best ways to consistently communicate your company's vision – or direction – to your team members?

d. How do you inspire your team on a daily basis?

IV. Tortoise and the Hare

a. Describe a time when you moved too fast for your team.

b. What were some of the consequences of "speeding?"

c. In what ways have you benefited from showing patience in the workplace?

d. What are some benefits to keeping your team working at the same pace?



V. Lone Ranger Leaders

- a. Have you ever felt like a neglected Tonto by another leader with Lone Ranger Syndrome? How did that affect your engagement level?

- b. What are some ways being a leader is naturally lonely and how can you combat that?

- c. What are the three ways you can communicate to ensure you include others on your "crusade?"

- d. Describe a time when you tried to communicate with someone outside their communication style. What was the result?
