



[Note: This document is an interactive PDF. You can fill in the blanks as you follow the presentation and save your answers to review later.]

Welcome to Management: How to Grow from Top Performer to Excellent Leader by Ryan Hawk

“BUILD YOUR TEAM”

DANNY WOOD | NOVEMBER 10

I. Earn the _____ to Lead

7 keys to earning respect:

1. Demonstrate _____
2. Exhibit _____
3. Set _____ standards
4. _____ to your team
5. Work _____
6. Do the _____
7. Be _____ consistent

II. _____ the culture

Culture is the combined essence and energy of the people in the organization.

Your _____ will flow from the culture you _____.

“Champions behave like champions before they’re champions: they have a winning standard of performance before they are winners.” - Bill Walsh

3 components to building a healthy culture:

1. _____ - You have to both earn the _____ the team but also learn _____ the team members.

2. _____

a) _____ your _____.

b) Three important words " _____ "

3. _____ - Creating a sense of _____ in your team.

Rather than a " _____ and _____ " culture, aim for a " _____ and _____ " culture.

III. _____ the roster that you inherit

*"What comes second. It's always **who** first." - Jim Collins,*

1. Balance _____ and _____

2. _____ what you have

Assess the _____ and _____ of your new team.

3. Identify _____ you _____

- Develop a deep understanding of what you're looking for _____ the simple skills needed to do the job.

Warren Buffet looks for: "Intelligence, energy, and integrity. And if they don't have the last one, don't even bother with the first two."

4. _____ people when necessary
- a) Should not be a _____.
 - b) Involve _____ partners.
 - c) _____ a _____
 - d) Be _____, to the point and share the news
as _____ as _____

5. _____ new people

"If you want a great party, invite great people." - Marcus Buckingham

- a) Make a list of " _____ "
- and " _____ "
- b) Take them out of the _____ mode.
- c) Dig deep with _____
- d) Do your _____
 - a. Check _____
 - b. Check _____

6. Map out plans to _____ your _____
_____ employees to further their career aspirations.

- a) _____ is a win/win situation