



CONVERGE
COACHING & CONSULTING

ROCKET FUEL FOR MANAGERS

Three Secrets to Propel your Leadership and Promotability

COACHING FOR SUCCESS

What should be your goals in a conversation where you're coaching an employee?

1. Co-create _____
2. Provide _____
3. Establish _____

Balancing the task and the person

Where do you think you are currently in the balance between task and relationship(s)?

On the continuum, put an ✕ where you think you are now. Then put a ★ where you think you should be.

Person

Task



Empathy Formula

“It sounds like you’re (FEELING) because of (FACT).”

How coaches ask questions:

Open-ended questions lead to _____, _____, _____, and _____.

Open-ended questions for your situation *(do this after the webinar)*

Think of a situation where you need to discuss someone’s performance, or a particular situation. List five open-ended questions that would help you get quality information and invite a conversation:

1. _____
2. _____
3. _____
4. _____
5. _____

DELEGATING MASTERFULLY

What are some benefits of delegating well?

1. _____ met more often
2. Less _____
3. People grow _____
4. Organizational _____ increases

Here are the steps to delegate effectively. Put a checkmark in the box for each one that you'd like to do better:

- Set quality time aside.
- Connect to big picture!
- Metrics - time, quality, cost, deadline feasibility. What will success look like?
- Identify resources.
- Agree on date to check progress...key to success is to MONITOR!

GAINING COMMITMENT

Commitment requires clarity and buy-in.

Clarity: Which of the following would most help your team to increase clarity?

- Get clearer on “why?” – the purpose for the goal.
- Paint a clearer picture of what success looks like.
- Define the steps more clearly ... and what we monitor at specific checkpoints.
- Get very clear on each person’s role.

Buy In: Which of the following could you do a better job of to increase buy in?

- Giving team members a chance to weigh in.
 - Driving for commitment, not consensus (100% agreement).
 - Helping people understand the “why” behind the work. Helping them see what’s at stake.
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