THE LEADERSHIP USER MANUAL

Daily

Weekly

Analyze changes affecting the vision.

Assess overall monthly progress.

Host vision-refresh sessions.

Update the strategy if necessary.

- Reflect on the main goal
- Align tasks with vision.
- Prioritize vision-driven tasks.
- Motivate team towards the vision.

Actively listen to team members.

Handle misunderstandings quickly.

Measure daily progress.

Offer clear feedback.

Productivity Method: 3-3-3 Method







- Review the week's achievements.
- Adjust tactics if off-course.
- Engage in strategic conversations.
- Seek feedback on vision alignment.
- Celebrate vision-related milestones.

Hold team check-ins/one-on-ones.

Address any communication issues.

Update team on any organizational

Seek feedback on communication.

Check-in on team's well-being

Foster team-building activities.

Reflect on personal EQ growth.

Seek feedback on leadership

Address any interpersonal issues.

Review weekly decision outcomes.

Adjust future decisions based on

Have a platform for team expression.

Mental Model: First Principles Thinking.

Mental Model:

Ladder of

Implementation

approach.

Mental Model:

Theory of Mind



 Set monthly vision-centered objectives.

Goal Method: Objectives & Key



Results (OKRs)

- Review communication effectiveness
- Host O&A sessions.
- Adjust communication strategies.

Attend personal or team EQ training.

Establish EQ goals for next month.

Analyze monthly decision impacts.

Review risk management outcomes.

Encourage innovation in solutions.

Evaluate impact of leadership

Seek mentorship on EO skills.

Adjust long-term strategies.

Set decision-related goals.

· Reiterate long-term goals.

Assess overall team morale

 Encourage cross-departmental communication.

Goal Method: WOOP Model

checksions.

Goal Method:

Balanced

Scorecard



Productivity Method:

Communication

Engagement/EQ

Decision Making

Development



Reinforce core messages.

Encourage open dialogue.



- Self-reflect on emotions. Practice active listening.
- Offer empathetic responses.
- Address conflicts promptly.
- Encourage positive team interactions.

Productivity Method: Pomodoro Technique



- Make informed decisions.
- Evaluate daily risks.
- Seek diverse perspectives.
- Prioritize critical issues.
- Analyze daily outcomes.

Productivity Method: Kanban Model



- Identify areas of uncertainty. Mental Model:

Principle



- feedback.
- Hold team brainstorming sessions.
- Reflect on decision processes.

Review individual progress

Offer mentoring sessions.

Celebrate team's weekly

Identify team training needs.

Plan for future skill development.

Pareto



- Goal Method: SMART Goals
- Evaluate team growth.
- Adjust personal leadership style.
- Plan future team training sessions.
- Set monthly development goals.
- Reflect on leadership development impact.
- Goal Method: Backward Goal





- Recognize individual achievements.
- Delegate new tasks.
- Offer coaching on daily challenges.
- Encourage team self-development.
- Provide constructive feedback.

Productivity Miller Branchelle 2 Minute Rule



Mental Model: Occam's rapor

achievements...



Manual Leadership Skills

Rodrigo Vázquez Luis

Manual Leadership Skills:

The Leadership Skills Handbook Jo Owen, 2020-10-03 WINNER CMI Management Book of the Year 2013 New Manager Category previous edition The Leadership Skills Handbook from best selling author Jo Owen reveals the essential skills you need to be an effective leader This book shows you what works in practice not in theory in crucial areas such as people skills career skills mindset skills organization skills personal values and behaviours Each skill is presented in a concise easy to follow format with an accompanying framework to help you deploy it in your own life The skills are about the real challenges real leaders must master and as you observe and record real life examples of skills in action you will be developing your own unique formula for success in the context that matters to you Based on research from over a thousand leaders throughout the world at all levels in the public private and voluntary sectors The Leadership Skills Handbook identifies the practical skills to make you even more successful and offers guidance on all key topics This updated new edition includes exclusive new content on the changing demands of leadership in the 21st century and 10 whole new skills These include the need to influence rather than control how you get people to commit to your vision rather than comply and how career is no longer a noun but a verb for new generations of workers The Leadership Skills Handbook Jo Owen, 2006 Owen identifies the core skills leaders need to develop Each skill is placed in context to help readers think about how it should be used This book reveals how to be a practical leader and looks at what to do when things go wrong how to deal with conflict adversity and difficult people The Leadership Skills Handbook To Owen, 2012-06-03 Winner of the New Manager category at the CMI Management Book of the Year Awards http yearbook managers org uk The Leadership Skills Handbook from best selling author Jo Owen reveals the essential skills you need to be an effective leader It shows you what works in practice not in theory Each skill is presented in concise easy to follow format The skills are about the real challenges real leaders have to master Based on research from over a thousand leaders in the public private and voluntary sectors it identifies the practical skills to make you even more successful and offers guidance on all key topics This completely revised second edition of The Leadership Skills Handbook is about more than just technical skills it is also about developing the people skills behaviours and values you will need Full of tips exercises and practical wisdom it will help you become a leader that people want to The Leadership Manual Hilarie Owen, Vicky Hodgson, Nigel Gazzard, 2004 The only complete manual providing follow practical guidance on leadership style AND leadership skills The essential day to day learning reference for anybody who is ready to be a leader and not just a manager Leadership Skills Training Manual Christopher Yorke,, M Ed Christopher G Yorke, 2018-02-02 The Leadership Skills Training Manual was written for people with little or no leadership or soft skills experience The book covers all of the core leadership skills necessary for success in today s competitive work environment Written in a straight forward manner the author gets right to the point on each leadership topic and does not waste the reader's time with theory If you want to develop your leadership skills whether it be writing a good resume handling conflict

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