

SKILLS DEVELOPMENT PROGRAM FOR LEADERS THE ANGLO 2022

In this document you will find the instructions to carry out your Productivity Maximization project.

Remember that through all of this project it will be necessary to include the members of your team, so you can involve them in the commitments and areas for improvement. All the time and energy you invest in carrying out your project is for your own growth, that of your team, collaborators and the Foundation.

As you progress, you will find new and better ways of working, facilitate spaces for reflection and teamwork, which will have a great impact on productivity and performance of your area.

It is worth mentioning that you must send evidence of each point. This evidence consists of this digital pdf file that allows us to visualize in a clear and understandable way each of your responses and actions to each item of this project. You must also upload photos or videos to the platform, as well as those documents where you have collected the information from each of your collaborators.

In the category of CONVINCING RESULTS BOARD, upload a photo as evidence that allows you to assure that it meets the characteristics listed. Likewise, for the RENDITION OF ACCOUNTS item, upload a photo, video or minute with the commitments and progress of the first session.

You have 4 weeks to submit your first task and upload it to the platform, that is, from Monday October 10 through out Friday November 4. Send your doubts and concerns to info@okconsulting.mx

These activities are designed with the purpose of reinforcing the topics covered in the webinar, but above all that, you will put them into practice, communicate it to your leader.

You will see that with perseverance and discipline, your level of productivity will increase.

Your project consists of carrying out exercises, according to what was reviewed in the Maximizing Productivity session, which will allow you to get closer to your current state and at the same time to each of your collaborators.

Start by answering the following questions:

1. The current status of the foundation?

a) Strengths

b) Opportunity Areas

2. The current status of your team of collaborators?

a) Strengths

b) Opportunity Areas

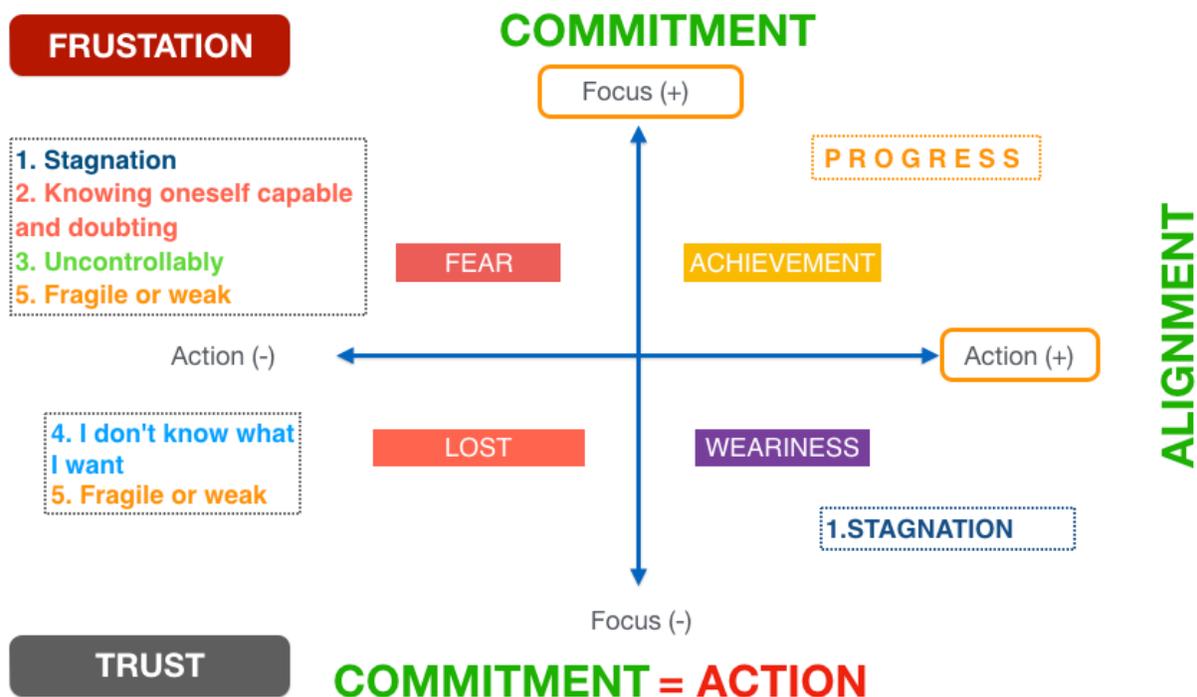
3. The current state of your leadership?

a) Strengths

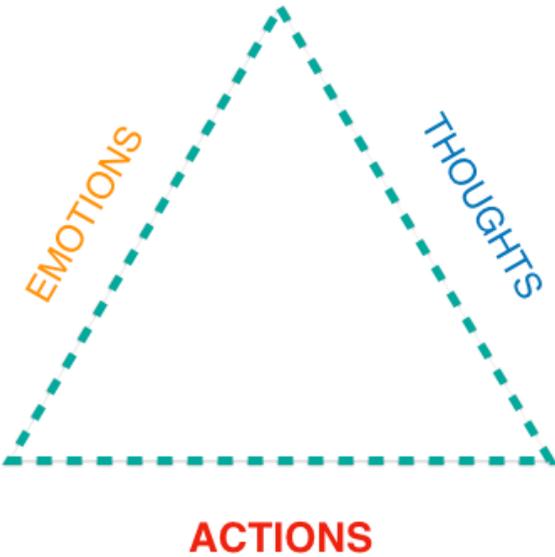
b) Opportunity Areas

4. Prepare your own chart of the 5 states that prevent you from being productive and one for each collaborator. Define a professional and/or personal event in which you are not achieving the expected results. This information is extremely valuable since it will allow you to have a closer approach to the person and individual limitations. Develop an improvement plan in the most relevant aspects.

- 5 STAGES**
- 1 Stagnation.
 - 2 Knowing oneself capable, but doubtful.
 - 3 Uncontrollably.
 - 4 Not knowing what you want.
 - 5 Fragile or weak.



5. Next, reflect and then write if you are really aligned in the following aspects. In order to clearly identify, you need to be very honest with yourself, recognizing that by doing this exercise you will be aware of the causes of your positive or negative results. Remember that just as you will reflect individually, you should also do it with each member of your team.



A large, empty rectangular box with a thin black border, intended for the user to write their reflections on the alignment of emotions, thoughts, and actions.

6. Now it's time for you to ask yourself if you really want to or can DO IT? Responding to each of the concepts that each letter represents. For this you can review the recording of the session again. Remember that if you feel confusion or uncertainty about any of these concepts, or for the moment you do not have what is necessary to achieve it, it will be necessary to ask yourself questions such as: If I do not have this, can I get it? Where or with whom? From me or from someone else? Questions like these can open your panorama with more options and then obtain what you need.



a) Do I have the **SKILLS** to reach this goal or complete my projects? What does this situation require of me? If I don't already have certain skills, am I willing to develop them?

b) Do I know the **ACTIONS** that I must carry out to reach this goal or complete my projects? What are those actions? Am I committed to acting?

- a) Does the conclusion of this project or goal allow me to have personal, intellectual, economic, or social **GROWTH**? Or on the contrary, does it represent little or no growth for me, my work team or family? Will I be a better person when my goal is completed?

- d) Am I **EXCITED** to carry out this project or goal? Do I feel enthusiasm and passion with the simple fact of thinking about the realization of this project? Do I feel motivated?

- a) Do I currently have the necessary **RESOURCES** to carry out this project or goal? What are these resources I require to obtain the desired results? Do I know where to get the resources I don't have?

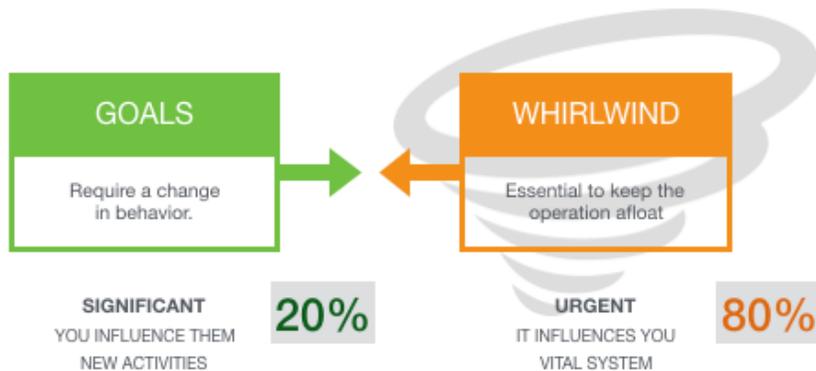
f) Do I see myself **LAONG-TERM** committed to this project? Yes / No, why?

a) Which are the **OPPORTUNITIES** that are being presented to me that I can take advantage of?
Remember that by taking an opportunity, you lose another.

So far you have carried out the first part of this project, which is focused on the part of the relationship with the person (Leader/collaborator). Remember the importance of having a more personal and human approach, will allow you to identify aspects that you may not have been able to see. So don't limit yourself, give yourself permission to be a handy leader and facilitator, soon you will be able to visualize the positive effect of these actions on your team.

It's time to work on productivity issues. From this moment on, you should be clear about your current status as a person and leader, as well as for each collaborator that makes up your team, in order to start designing The 4 Disciplines of Execution®.

You'll begin by sharing with your team the new way of working as well as the bases of the project that will carry you out. For this it is extremely important that you briefly define what are the activities that represent the "Whirlwind" of the area or team you lead.



7. Which activities represent the whirlwind for you and the area or team you lead?

Once you are clear about the “Whirlwind”. It's time to start developing The 4 Disciplines of Execution®. Remember that it is not an easy road, especially when the "Whirlwind" is immense, so you must be very careful when defining your CIG, since it will require a part of your energy and time, 20% to be precise.

Among the aspects that you must take into account when defining your CIG, is that you remember that no matter how good ideas you and your team has, you must choose one that is realistic and allows you to focus on what is Crucially Important. Likewise, your goal must be measurable, specific and most of all achievable. No matter how much pressure you are experiencing today from your superiors, you should not allow that to lead you into trying to achieve goals that are too ambitious and/or not feasible to obtain. Remember that when it comes to productivity, less is more. Focus on less and you can achieve more.

You can consult the examples in the participant manual that was shared with you by mail or watch the recording of the session again.

Examples:

- *“Increase the number of training program’s registrations from 150 to 200 students, for the month of December 2022”*
- *"Decrease the percentage of staff turnover from 25 to 40%, during the first quarter of 2023"*
- *"Reduce the response time to customers of the online platform from 30 minutes to 15 minutes, by October 15"*
- *"Increase compliance with the budget guidelines of the Marketing area from 70 to 95% by December 31"*



8. Individually define what is your CRUCIALLY IMPORTANT GOAL (CIG)?



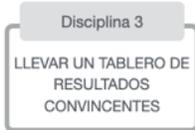
Refers the way to measure the tasks or activities that have the greatest influence on the desired result, so we will know how likely it is that the CIGs will be achieved.

Called lead measures as they are the measurable drivers that actually motivate achievement of the CIGs.

Examples:

CIG: "Increase the number of registrations for training programs from 150 to 200 students, for the month of December 2022"

ACTIONS ON THE PREDICTION MEASURES: "Increase the database of new clients, resume communication with clients whose registration process was not completed, create new advertising campaigns to attract clients with new profiles"



10. Define and develop your CONVINCING RESULTS DASHBOARD, according to the following guidelines:

This board is essential to motivate the team to win.



Sencillo de entender.



Al acceso de todos.



Que muestre las medidas de predicción y las históricas.



Que permita visualizar los avances y mejoras obtenidos.



Once you have fulfilled the above Disciplines...

11. Define, communicate and carry out weekly ACCOUNTABILITY MEETINGS, which must be carried out as follows:



• **Report Back: disclose commitments.** “Pledge to make a personal call to the 3 least satisfied customers. I did so and found that...”



• **Review the Board: learn from your mistakes and accomplishments.** “The historical measure is in green, but we had difficulty with one of our predictive measures and now it is in yellow. What happened was that...”



• **Plan of action: pave the way and propose new commitments.** “I will meet with Pedro to discuss numbers, and next week I will bring at least three ideas for the better solution.”

At the end of each session, each Collaborator must answer this question:

Which are the two most important actions I can do this week to have an impact on the lead measures?

Just as collaborators will commit to specific actions, you as a Leader should also ask: What can I do this week to make your tasks easier?