

Directions:

Leadership elements fall on the left side of the table and management elements on the right. Each column of elements represents a group (the name of each group is in the black box at the base of each column). Heavier elements (those harder to execute) are lower in the group columns. Groups are organized into three large shaded families from left to right: inspire, improve and implement.

LEADERSHIP ELEMENTS

*	Our Future Org	Ro Is Results Oriented	FO Is Focused on Mission & Results	Leaders Energize Employees	Lm Has a healthy Management Chain		Dd Uses Data Driven Decision Making	Sp Strategically Plans	K Leverage Knowledge	Ag Is Agile	Cf Has Customer Focus	Ur Uses Resources Wisely	T Treats Employees with Respect	Cb Collaborates	5t Streamlines Processes
	For higher Employee performance YOU:	PS Play to their Strengths	Ff Provide Fair & Frequent Feedback	Pf Emphasize Positive Feedback	Na Use a Non- autocratic Management Philosophy	Enable them to Learn their job	94 Cc Have Casual Conversations	Sc Show concern for them	Pg Focus on their Progress	Lg Encourage Learning & Growing	Vo Value Their Opinions	A Accept their mistakes	100 Wm Link their Work to the Mission	Oc Let their Opinions Count	HO Are Honest

MANAGEMENT ELEMENTS

Employee's Golden Offer:

Don't keep us in the dark, clearly let us know what you want us to do, be positive and let us play to our strengths, give us a little leeway to be creative, let us know how we are doing, and we will perform superbly for you.

Leadership Philosophy:

I am a leader. I ...

TRUST...I am trustworthy. I trust others, and I make and keep promises to my colleagues - direct reports, peers, bosses, and customers - and myself.

COMUNICATE...I actively engage my colleagues through open, honest communication. I listen to them and implement their ideas before implementing my own. I solicit personal feedback to ensure that my words and behaviors, as others perceive them, match my values.

REMOVE BARRIERS...I help remove bureaucratic and political barriers that prevent us from achieving our goals clearly outlined.

EMPOWER...I show trust in my colleagues by often letting them do things their own way. I give them the freedom and encouragement to take calculated risks and make mistakes as part of their development. I am quick to forgive.

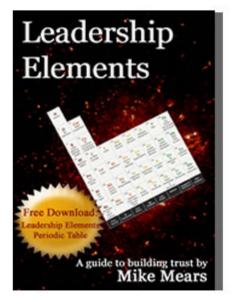
DEVELOP OTHERS AND MYSELF...I adopt best practices from others and believe in the continuous improvement of my team, I delegate to help develop my employees. I have a hunger to learn more about management and leadership.

MAKE FACT-BASED DECISIONS...I use data-based decision making to help me efficiently and effectively drive results. I make decisions timely and smartly.

TAKE RESPONSIBILITY...I take responsibility for my role to improve our organization. I am positive, optimistic, proactive, and accountable for my actions and inactions, and those of my team. I apologize for my mistakes. I challenge destructive behaviors exhibited by my direct reports, peers, and seniors.

I do the right thing because I am a leader.

Live up to your title - not off it. Teach others these principles, and for goodness sake, laugh a little.



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