

joy of LEADERSHIP Training Manual

The Only Secret
to Your Success
as a New Leader

FREE
PC Downloadable
TRAINING MANUAL
& VIDEO



Shar McBee

joy
of
LEADERSHIP

Training Manual



Step 1: Your own experience

Step 2: Read the book, *Joy of Leadership*

Step 3: How to use what you've learned

Your Own Experience

1. What was your first experience of leadership?
Where was it:

- ☞ In school?
- ☞ In sports?
- ☞ At your place of worship?
- ☞ In your community?
- ☞ At work?

That first time, what did you like about being the leader? For instance, if it was in school, did you like your government class? Did you enjoy learning parliamentary procedures? Was it fun? Did it make you feel part of the school?

2. List other leadership positions you've held and what you liked best about each one.

3. Do you see a pattern? For instance, you might notice that when you were the president of your 7th grade class, you liked to inspire people. As an adult, do you like the same thing?

Knowing this will help you be a better leader. "Joy of Leadership" is a natural form of leadership. Knowing your own nature will make it easier for you to give the best that you have to give.

Begin with the End in Mind

4. If you could receive anything you want from your current leadership position, what would you want?

☞ For you?

☞ For your organization?

☞ For your employees?

Anything means anything. What you think about is what you attract.
Why not set an extraordinary objective?

5. How will you feel when you have accomplished your objective? Specifically, what will your life look like?

6. When this phase of your life is over and you have moved on to another leadership position, how do you want your current co-workers to remember you?

7. For this to happen, what do you have to change?

Read the Book, *Joy of Leadership*

Page 33 in *Joy of Leadership*:

8. What was the basic tenet that the librarian understood and used?

9. During the meeting and afterwards, how do you think people responded to her?

10. How do you feel when someone treats YOU the way that this librarian treats people?

11. How could you apply this to your work?

12. What do you think would change as a result?

Page 39 in *Joy of Leadership*:

Think about the famous Hollywood stars that Shar McBee interviewed. Imagine that you have attained similar success in your career. You have all the wealth and professional acclaim that you could ever want.

13. What would be important to you at that point in your life?

14. What would you like to give to the world? (Or your community or family?)

15. Imagine yourself being able to give this freely. How does this feel?

Go back to Question 4.

16. In that question, you listed some things that you want. Do they reflect the things that truly give you joy?

Page 74 in *Joy of Leadership*:

17. Cynthia forgot to do something that led to repercussions for her whole team.
What was it?

18. What can you do to bring out the joyous part of yourself?

19. Please re-write your answers to these questions:

☞ How do you want to be remembered?

☞ What do you have to change for this to happen?

Page 41 in *Joy of Leadership*:

20. Why did Beverly Sills accept one group's invitation, while declining several others?

21. Did her reason surprise you?

22. What did you learn from her story?

23. Have you held back from asking people to do something, not wanting to "burden" them?

24. Have you ever felt you would love to do something, but no one asked you to do it?
Or you offered and your offer was not accepted?

25. How did that feel?

26. How could this realization change your attitude in approaching people with a request?

Page 34 in *Joy of Leadership*:

27. How did Diane get her assistant to assist her?

28. How does this apply to you?

Page 47 in *Joy of Leadership*:

29. How did Shar transform her fear of public speaking?

30. How do you feel about speaking before a group?

31. How can you apply Shar's experience to yourself standing in front of your colleagues?

32. How would your communication skills change by applying Shar's lesson?

Page 58 in *Joy of Leadership*:

33. How did Fred accomplish so many of his dreams and objectives?

34. What did you learn about focussing?

35. What happens if we fail to focus?

36. In what aspects of your work, does this apply?

37. Can you think of a specific instance in your work that would change by focussing on one thing at a time?

How to Use What You Have Learned

“Joy of Leadership” is a natural form of leadership. Nature created you to be YOU. Not a copy of someone else. If you become a great YOU, it will put the people you work with at ease. You will be happy in your role and you’ll be able to bring out the best in others.

38. Recall one of your happiest times at work:

☞ Where were you?

☞ Who was with you?

☞ What were you doing?

39. You can’t give unless you can receive.

☞ In the last month, what has inspired you?

☞ What relaxes and nourishes you?

☞ What makes you feel generous?

40. Make a plan to invest time with...

☞ People who inspire you:

☞ Books and CD’s that motivate you:

☞ Music that relaxes you:

Page 61 in *Joy of Leadership*:

41. Look at the quote from Will Rogers. By his definition, what is the difference between a politician and a statesman?

42. What did you learn about leadership from this quote?

43. What are the benefits of this leadership style?

44. How does this relate to your work?

45. How would your work change if you became a statesman or a stateswoman?

 **In Conclusion** 

Leadership is a gradual process. Do you want to shoot up like a weed and burn out early? Or do you want to make a lasting impact? It takes time to truly influence people, so implement your new insights gradually.