

THINK AND SPEAK FOR RESULTS SERIES®

# Lead Without Authority®

## Workshop Focus

Critical Thinking – High Performance Team Dynamics – Lead and Contribute to High Performance Teams – Personal Brand Awareness – Recognition that Means Something – Keeping Resources Accountable and Committed – Motivate with Team Visioning – Leverage Team Member Strengths – Take Initiative Confidently. Whether participants are new in career or seasoned professionals, these skills prepare them to have the agility, confidence and skills to lead and contribute to high performance teams. Whether the team has formed informally or is responsible for a strategic outcome, these skills prepare an individual to lead, collaborate and execute with great success, every time.

## Workshop Overview

### Preparation

This workshop is very much hands-on. Participants choose a real-life, preferably high-stakes, team they are leading or contributing to, and apply the Mandel skills to that team during the workshop. This approach not only accelerates learning, but also insures that each participant is prepared to apply the Mandel skills immediately upon returning to work.

### During the Workshop

Using these real team situations, participants first learn how to *think through* the business problem, opportunity and/or topic the team is tackling – and why it is important to the organization and the individuals on the team. Participants then apply and practice five critical best practices required of every team leader and team member – especially those who need to collaborate with colleagues who have busy schedules, conflicting priorities and no formal responsibility to any team member or the team’s project.

### After the Workshop

Participants receive an electronic toolkit full of tools and resources that can be used back on the job. In addition, Mandel offers a wide array of reinforcement activities if and when the client needs them.

## Specifications:

- Two-day **LARGE GROUP** experience
- **Up to 24 participants**
- **Structured peer-to-peer coaching** guided by Mandel facilitator
- 2 video recorded and coached exercises
- Intense focus on real-world situations and on-the-job applications
- Components of this workshop are offered in a one-day design
- Participants must bring a smart device and earbuds for video recording and playback

## Mandel’s Specific Audience Expertise

This workshop is designed for business professionals working in all divisions of an organization. In addition, Mandel offers customized versions of this workshop that specifically address the unique needs of:

Cross Functional Managers  
Technical Specialists

Sales Forces  
Pre-Sales Forces

New in Career - Millennials  
Technical Specialists

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Large Group with Facilitator Led Peer-to-Peer Coaching

## Day 1

### Get Ready

- Understand why it is so important to know how to lead without authority.
- Discuss how roles change back and forth when collaborating on today's dynamic teams.
- Understand the three Best Practices team leaders and contributors must master to be successful.
- Discuss the concept, and implications, of the theory behind, 'Everyone is a Leader'.

### Demonstrate a Distinctive Personal Brand

- Discover what a distinctive personal brand is and why you should care about yours.
- Discuss what you think your brand is now and how you would like to change it.
- Uncover what your peers think about your brand.
- Understand the role of trust in any personal brand and how it can affect your team relationships—and team productivity.

### Recognize Individual and Team Results

- Discover how recognition can be a powerful influencing tool—and its impact on team and organizational success.
- Understand the neuroscience behind recognition.
- Discuss the difference between "nice" and meaningful recognition.
- Practice giving meaningful recognition to a team member.

### Promote a Shared Vision for the Team

- Discuss why a lack of a team vision so often results in team failure
- Learn how a compelling story about your team can drive your vision
- Learn the required elements of a compelling team vision story
- Build your team story and test it on your peers

## Day 2

### Keep Resources Accountable and Committed – Boldly Take the Initiative to Address Topics and Issues

- Understand why team members need to take the initiative to manage performance problems and challenges independently.
- Understand the collaborative and open mindset needed to tackle tough team problems.
- Learn the steps for conducting a discovery – based difficult high-stakes conversation.
- Practice having a high-stakes conversation with a team member.

### Understand and Use the Strengths of Each Team Member

- Take the time to identify each team member's talents
- Help the team member bring those talents to bear on the team's important work.
- Learn to delegate to someone who doesn't report to you
- Practice: Use team member introductions to set them up for success with stakeholders