



Focus area for Goal setting: _____

Goal Metric 1: _____

Goal Metric 2: _____

Prepare to talk about the following with your Manager.

What is one success from last week: _____

What is one opportunity you identified from last week? _____

Weekly Development:

Every week we will be focused on developing 1 skill set.

- There may be skill sets that takes multiple weeks.
- They will all be behavior forming/re-forming.
- They will be action based.
- They will encourage you to think outside of the box.

Over the next year the focus will be 2-fold:

- Helping you developing your area in all aspects:
 - o Culture
 - o Productivity
 - o Teamwork
- Developing your skill sets to help you grow in your career.

Remember your response is what determines the outcome of a situation.

***Become the person you want to follow,
not have to follow.***



Management notes:

The weekly agenda is a way to sit down with your front-line management team and help them become better leaders in their areas. Your focus should be on developing them how to become better in every aspect of their job. The main way to do this is from a culture approach. To change the culture, you must change the way they look at things and approach situations.

You are working on developing new skills and new behaviors

Every week there will be a guide to help you coach your team in the Weekly development. This first page is for your team to prep for the meeting. The second page is for you only; it will help you lead them through your discussion on the focus for the week. ***You will only send out the 1st page to your team.***

The top part of the agenda is to get them thinking about several things:

1st – No matter what happened the week before something good was there. This will help them start thinking on a more positive note and look for the good in their area. You need to make sure everyone participates and make a point to celebrate their win(s).

2nd – I use the word opportunity instead of problem. Word choice makes a difference and can affect you mentally without realizing it. When you say problem, you naturally become averse to whatever it is that needs to be addressed. When you say “opportunity” you start looking forward to overcoming whatever the situation is.

Weekly Development:

- There may be multiple weeks for a particular skill set – For example, the first skill starting next week will be understanding the building blocks of communication. Teaching your team about communication will take 2 weeks.
- We will be learning how to approach what we do in a healthier, positive creating culture way. We all do things, have behaviors that dictate how we act, respond; but are they healthy?
- Everything you learn will require you to start using the new skills.
- Each skill set will inspire you to think outside of the box. They will force you to question how you currently approach situations and begin changing your approach to how you communicate; thus, creating new behaviors in place of old ones.

What if you could become the person that people want to come to? What if can create a culture where people enjoy coming to work, help not only identify opportunities but also develop and implement solutions? How much easier would your job then become and the enjoyment from it with less stress.

***Become the person you want to follow,
not have to follow.***