

# LEADERSHIP DEVELOPMENT WORKBOOK



# HOW TO USE THIS WORKBOOK

Colony Confidential Podcast has been a cheerleader for small business in this workbook you'll find some of the key takeaways from our 2021 HR Series presented by Insperity. Listen to Podcast Episodes 182 & 183 with Guest Pete Hinojosa for the full presentation and use the spaces to document your notes and ideas to help boost your business.



# LEADERSHIP DEVELOPMENT STRATEGY

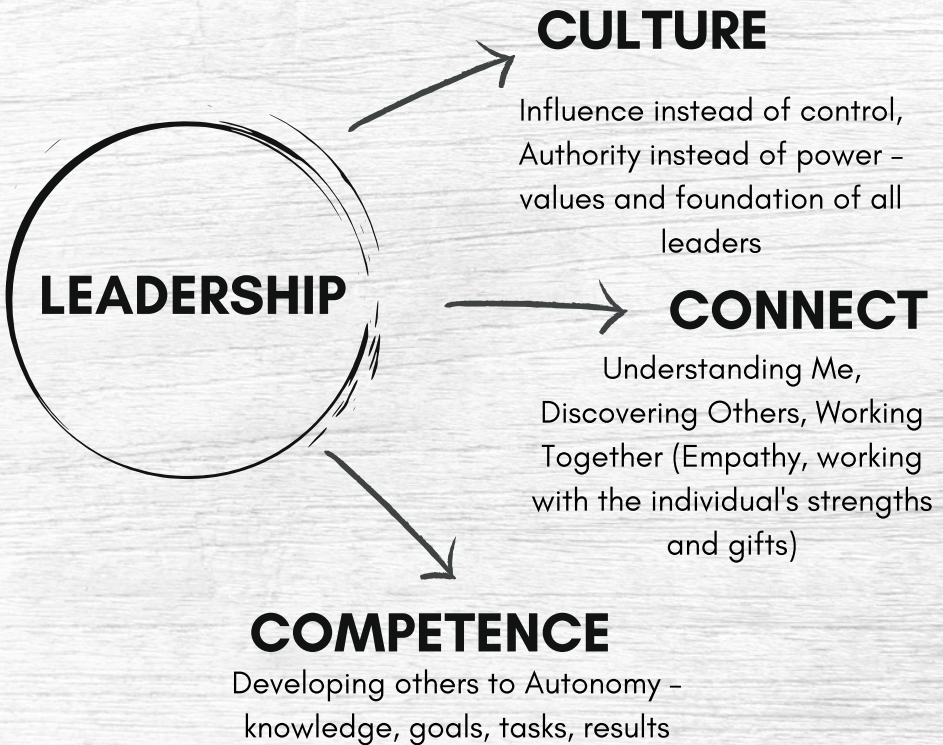
Question 1: What is your company culture?

Question 2: What is your Leadership Strategy?



# LEADERSHIP DEVELOPMENT STRATEGY

*"Leaders are intentional about building a culture of personal and professional development, Leaders coach uncomfortable and sensitive topics in a way that creates engagement & accountability, Leaders have a common language for coaching and developing people."*



# LEADERSHIP DEVELOPMENT STRATEGY

Focus on Team Experience - How is your employees experience?

What are your team members experiencing in their day to day lives?

Engagement - How do you connect with your employees?

Manager:

Team Members:

Other Relationships:




# LEADERSHIP DEVELOPMENT STRATEGY

Execution - Think about how you're doing the following tasks.

Help your employees reach their goals:

Develop your people to success:

Bonus: 

What capabilities and competencies are crucial for your company's success?

# STRATEGY #1: GETTING YOUR CULTURE RIGHT

maximize **PEOPLE?** ↔ minimize **RISK?** ↔ streamline **PROCESS?**

Engagement  
Culture  
Values  
Motivation  
Discretionary Effort

Rules/Regulations  
Liability  
Compliance  
People  
Time  
Resources  
Money

Product  
System  
Strategy  
Tools  
Service

*"run better"*

*"grow faster"*

*"make more money"*

# BRIDGE THE GAP BETWEEN FAILURE AND SUCCESS FOR SMALL BUSINESS

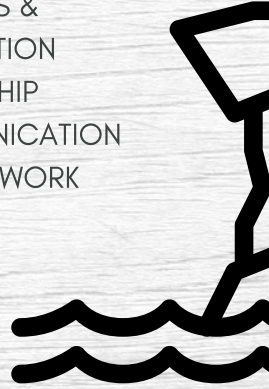
## 10 Strategies



C R L P AT MA LC F

- CULTURE
- HIRING
- RECOGNITION
- LIABILITY
- PERFORMANCE

- ADMINISTRATION & HR TECHNOLOGY
- MERGERS & ACQUISITION
- LEADERSHIP
- COMMUNICATION
- FAITH AT WORK





# BRIDGE THE GAP BETWEEN FAILURE AND SUCCESS FOR SMALL BUSINESS

Once you think about the three anchor points that help any business owner think strategically - how do you put those into action?

## 1. CULTURE Getting your **Culture** Right

## 2. HIRING Finding, **Hiring** and Keeping the Best

## 3. RECOGNITION Compensation, Recognition and Rewards

# BRIDGE THE GAP BETWEEN FAILURE AND SUCCESS FOR SMALL BUSINESS

## 4. LIABILITY Compliance and **Liability** Management



## 5. PERFORMANCE Employee Improvement **Performance**



## 6. ADMINISTRATION & HR TECHNOLOGY

Employee **Administration and** HR **Technology**



## 7. MERGERS & ACQUISITION

Human Capital and **Mergers and Acquisition**



# BRIDGE THE GAP BETWEEN FAILURE AND SUCCESS FOR SMALL BUSINESS

## 8. LEADERSHIP Organization and Leadership

## 9. COMMUNICATION Employee Communications

## 10. FAITH AT WORK Bonus Strategy



# ON GETTING "F.A.S.T" RESULTS

"Leaders influence emotions.  
Emotions drive people.  
People drive performance."



## F – FOCUS

### SEE

The most important **image** you will have is the image you **hold of yourself**.

### SAY

The most important **conversation** you will ever have is the conversation you have with **yourself**.

### DO

Energy follows **thought!**

# A - ATTITUDE

Attitude is a little thing  
that makes a **BIG**  
difference!

Attitude is a  
**CHOICE!**

What **KIND** of day is  
it going to be?

# S - SELF-WORTH

"Priceless"

Others can stop you temporarily, but  
only you can stop you permanently.

Your past is  
important!

# T - TIME

Go for your **goals**  
and **dreams**.

It's not the six minutes!

# T - TENDENCIES

Create Understanding



**BUILD YOUR ALL-STAR TEAM!**



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 GET STARTED NOW

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