Good Morning

PEAK LEADERSHIP SUMMIT

The Management Retreat

MT. SAC
Mt. San Antonio College

DiSC® — Team Dynamics

Managing Self

DiSC® — Team Dynamics

Influencing Others

Art of Execution

Effective Meetings

Art of Execution

Effective Projects

Art of Execution

Conflict Management

Art of Execution

Effective Feedback

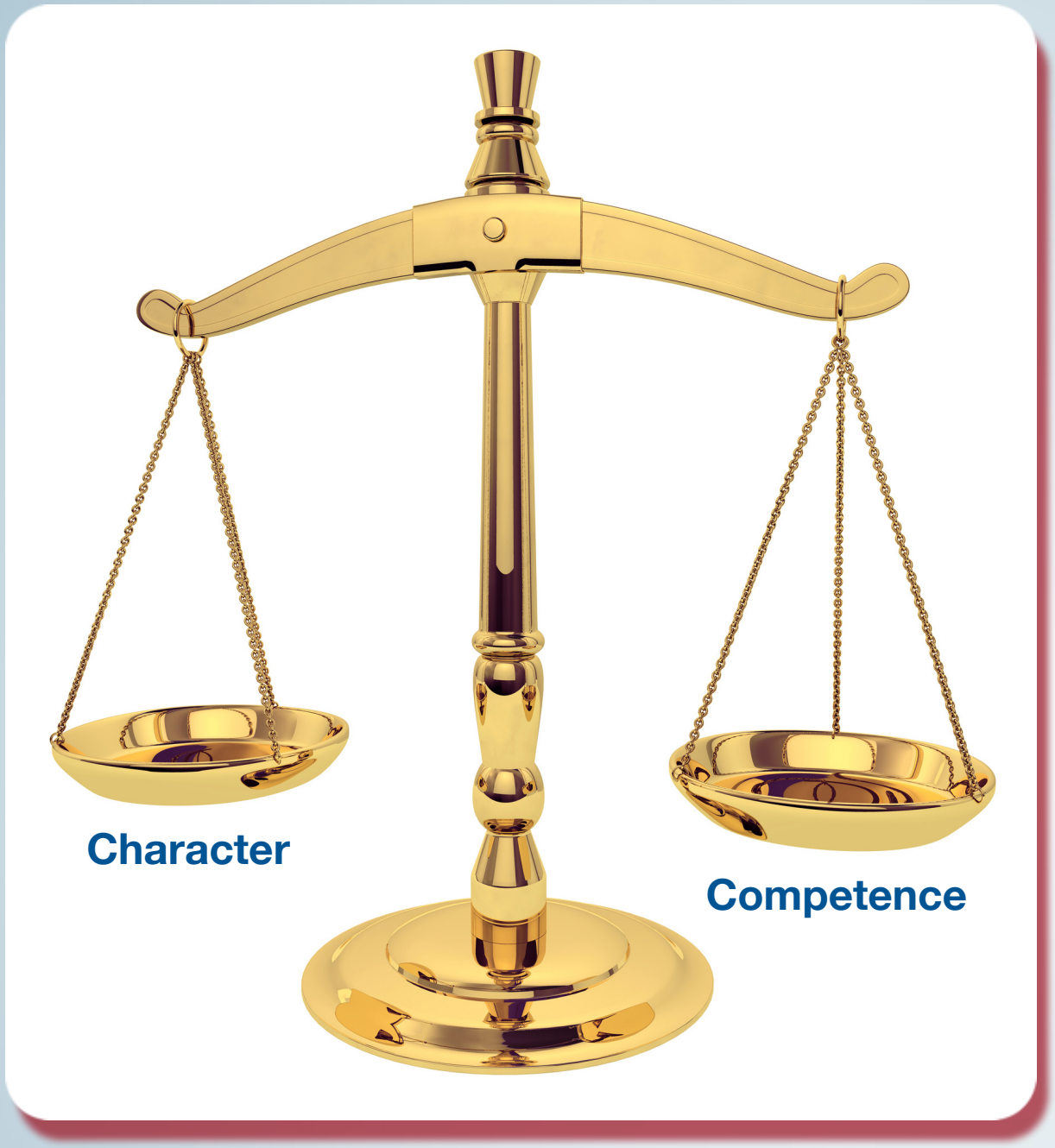
newleaf®
Every Meeting Ever

What are the challenges we often face in our meetings?

people

process

TRUST


Character
Competence

Character
Competence

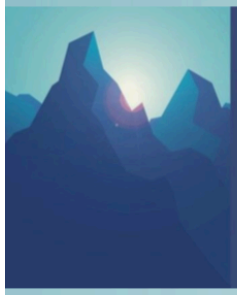
How can I improve the meetings I facilitate or attend by **increasing trust** (character and competence) and/or **reduce time** by improving related processes?

"A vision without action is just hallucination."

Complete the meeting planner to help you effectively prepare for a meeting that's coming up.

Be prepared to share with a partner when asked to do so.

Discuss your work with a partner - how could your preparation be improved?



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Connect Card

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How was my perception shifted? | What behavior will I change? | How will my results improve?

Morning Break

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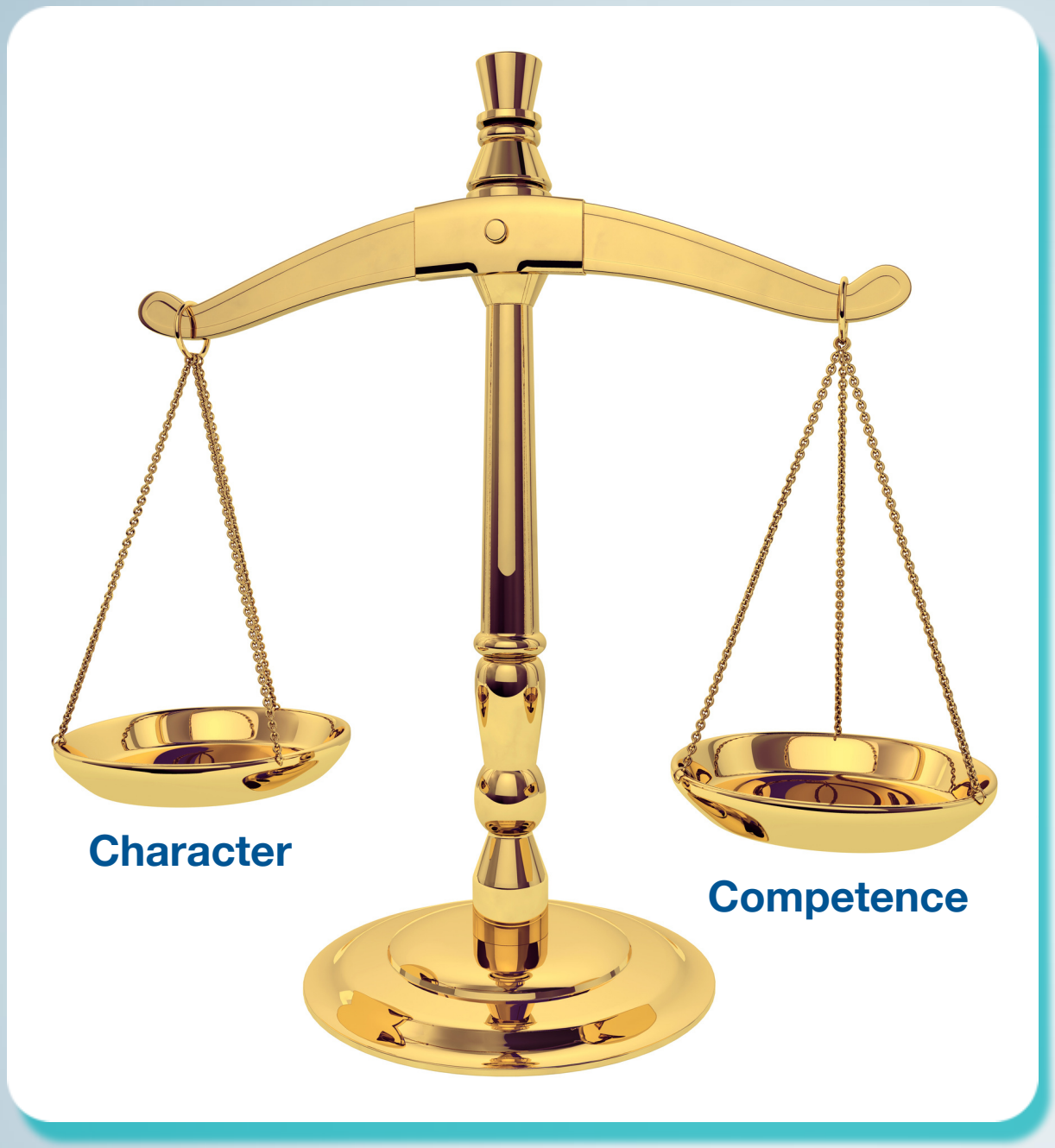
How would you define a project? What are some projects you're working on right now, or having coming up?

people

process

people

process


Character
Competence

clarify the win

identify the milestones

dealing with the difficult

staying focused

clarify the win

identify the milestones

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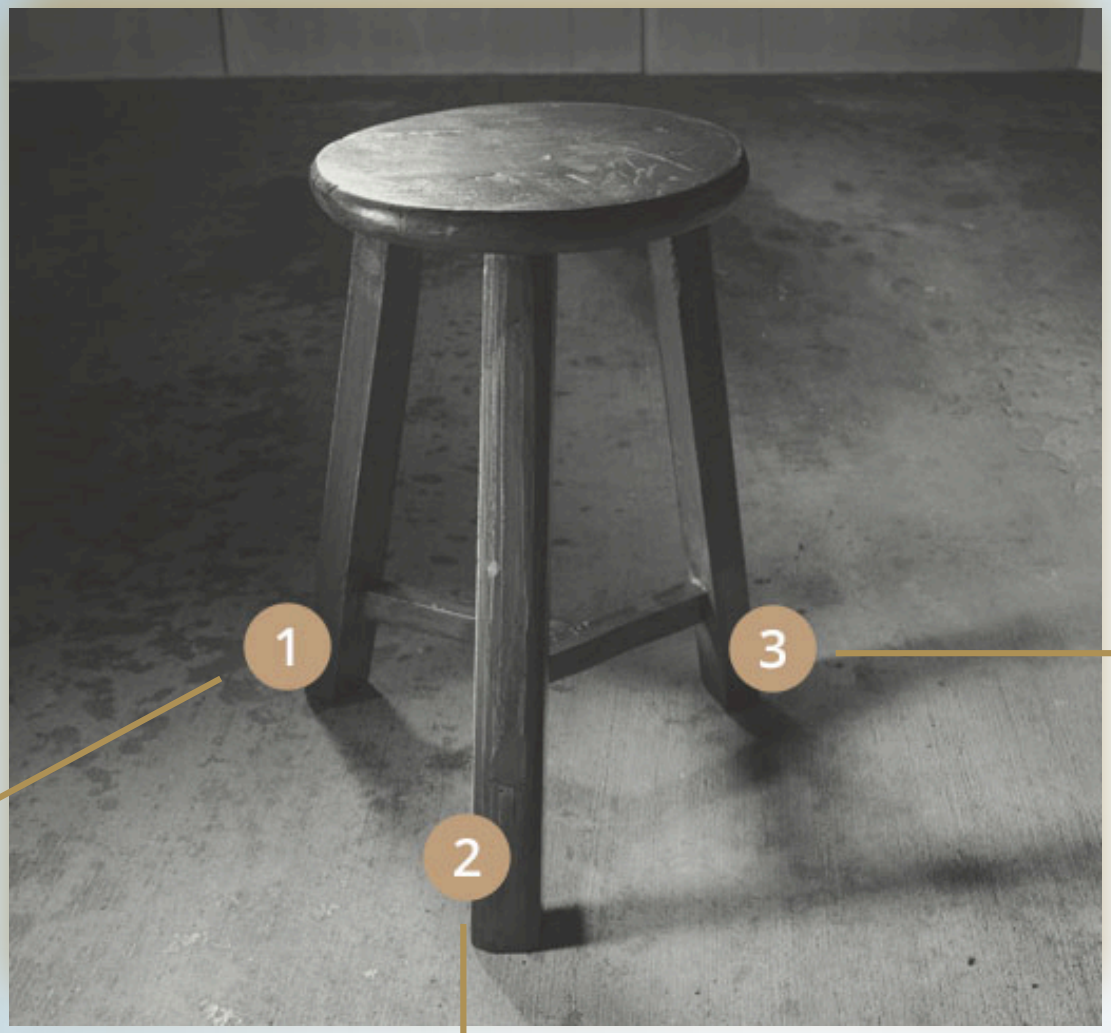

1
2
3
the Students
the Employees
the Institution

clarify the win

How will students benefits from this project?

How does this project help our employees?

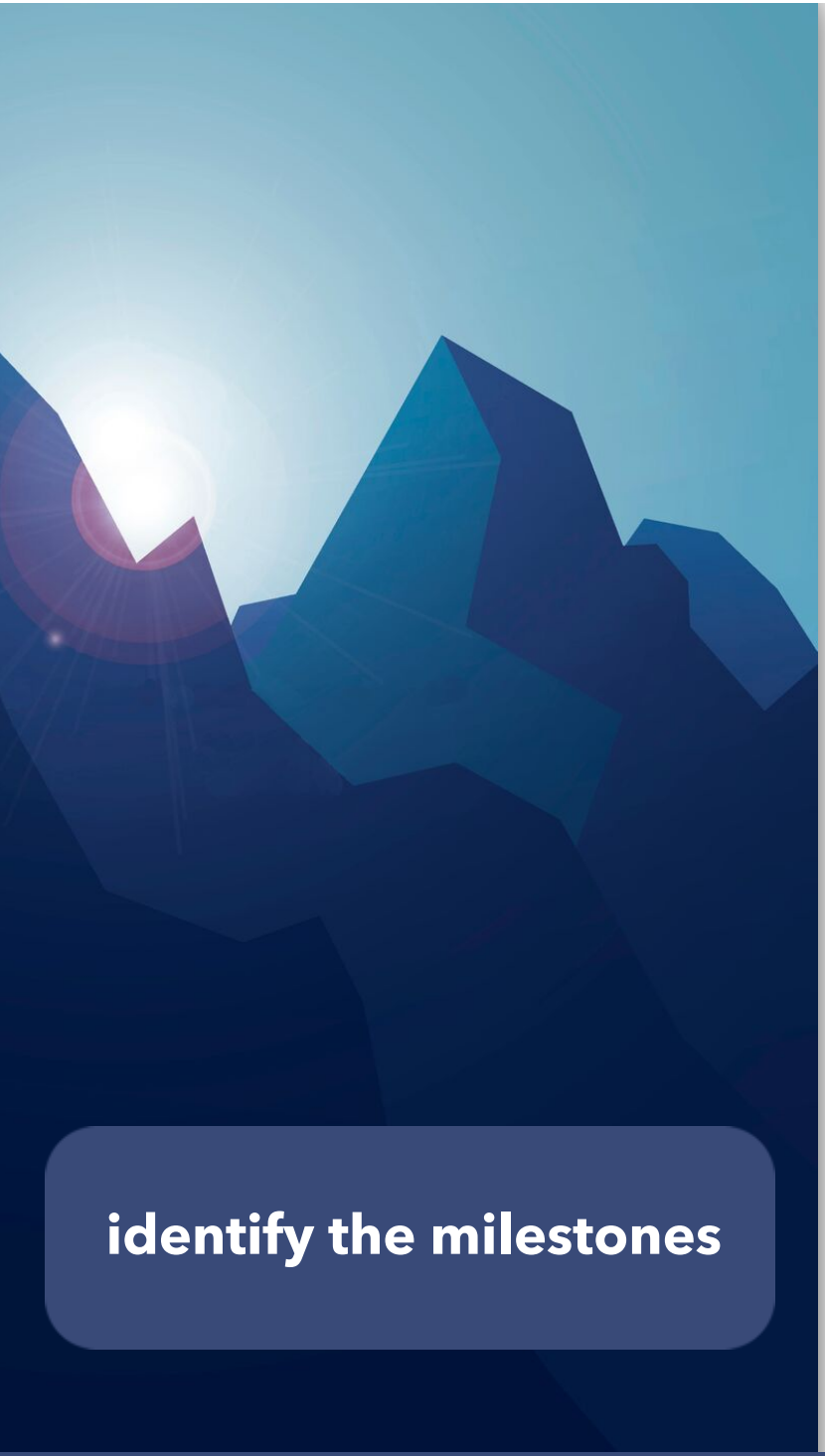
How does the institution win from the successful implementation of this project?

clarify the win

Debrief with a partner

clarify the win

identify the milestones



ACTION NOW!

What are the key milestones on this project that need to be achieved, and by when?

identify the milestone

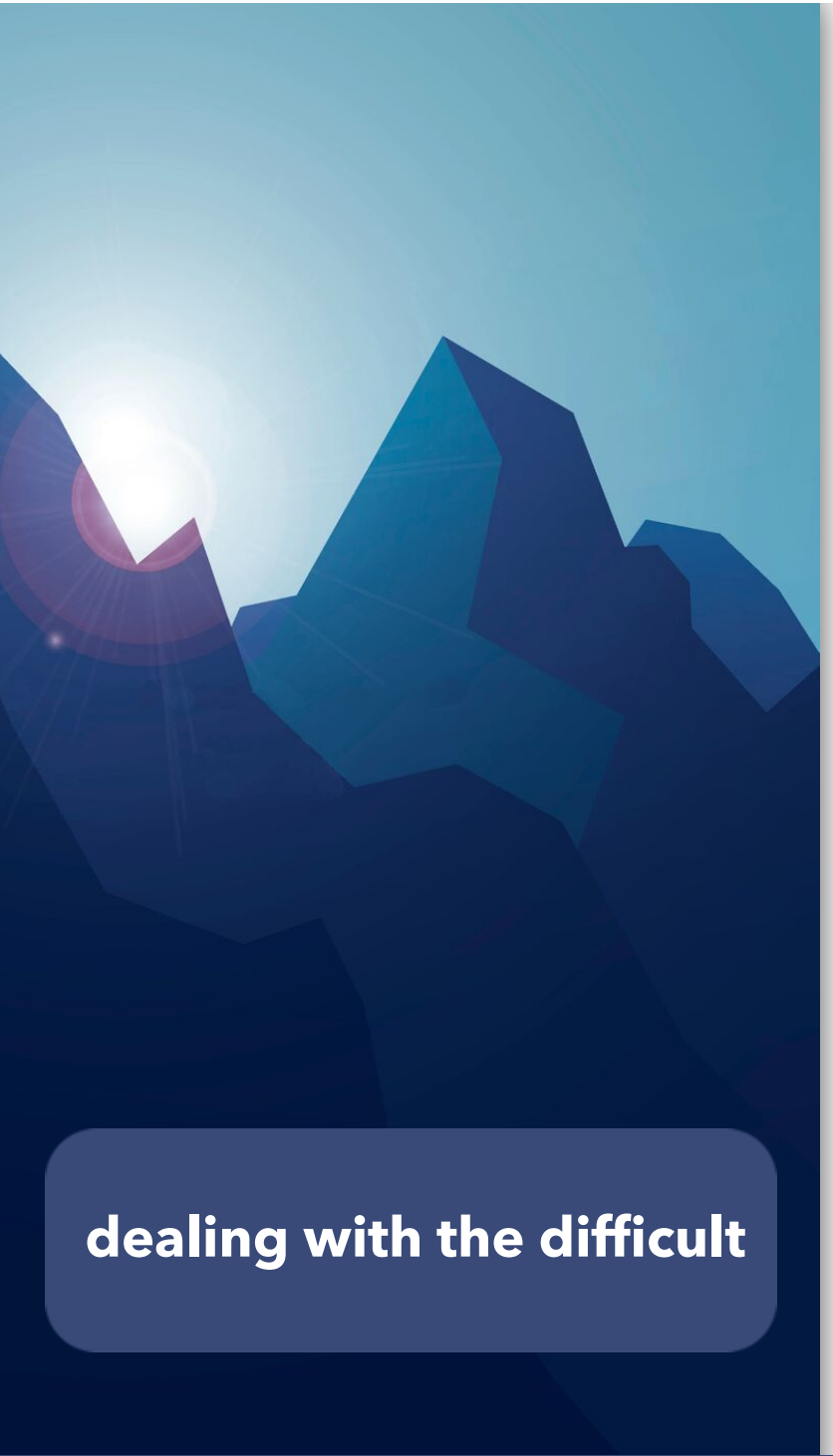
Debrief with the same partner

clarify the win

identify the milestones

dealing with the difficult

ROAD
CLOSED



What are some present or potential roadblocks on this project?

What are some solutions (*people or process*) to overcome these roadblocks?

dealing with the difficult

Debrief with the same partner

clarify the win

identify the milestones

dealing with the difficult

staying focused

ACTION NOW!

What are some of the processes you use or will use to stay focused throughout this project **(eg. weekly cadence of accountability / monthly project reviews / quarterly budget tracking etc ...)?**

staying focused

Debrief with the same partner

clarify the win

identify the milestones

dealing with the difficult

staying focused

Share the work you've completed on all four of these steps with a **different partner.**

newleaf®
A Conference Call in Real Life

Time for Lunch

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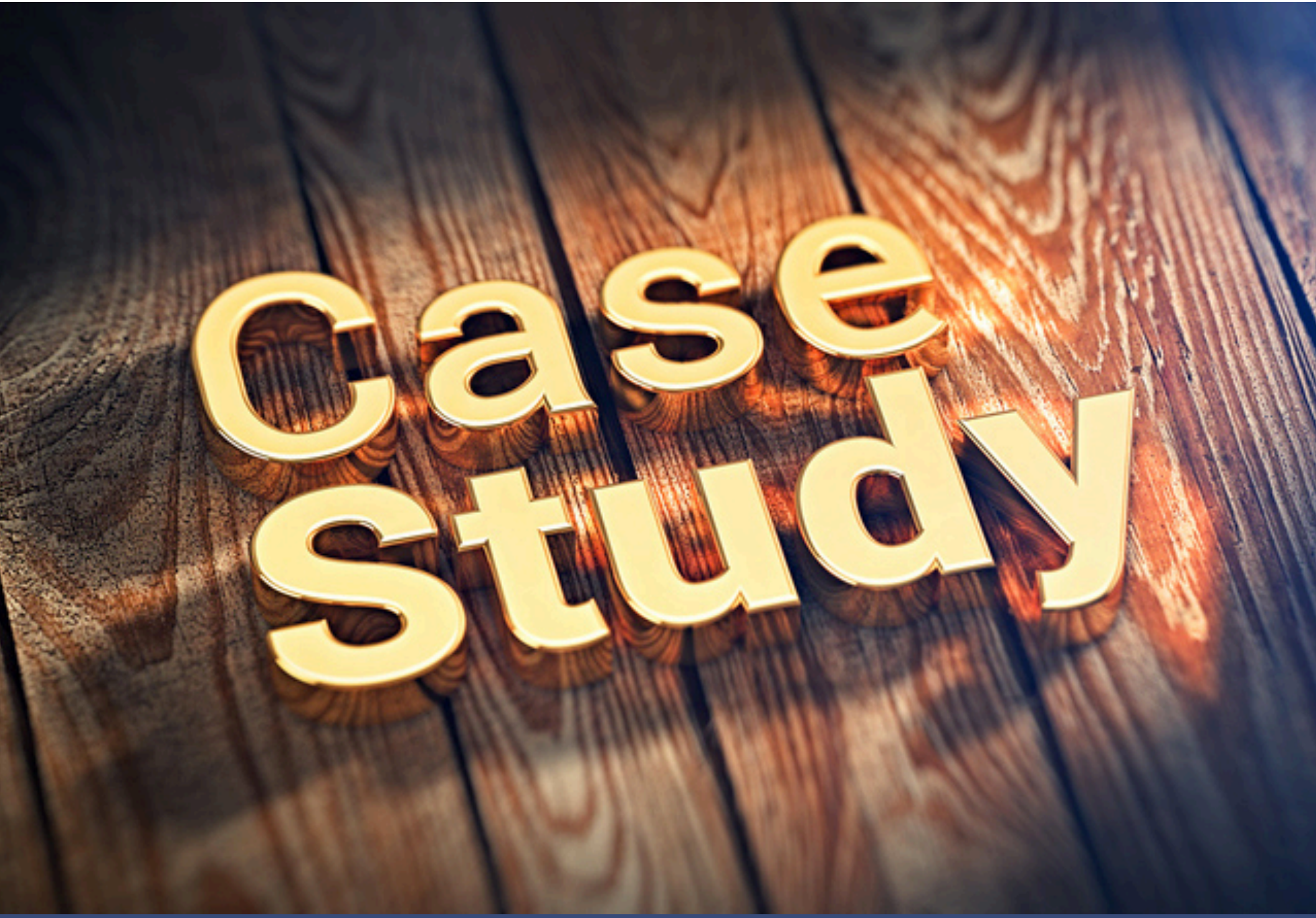
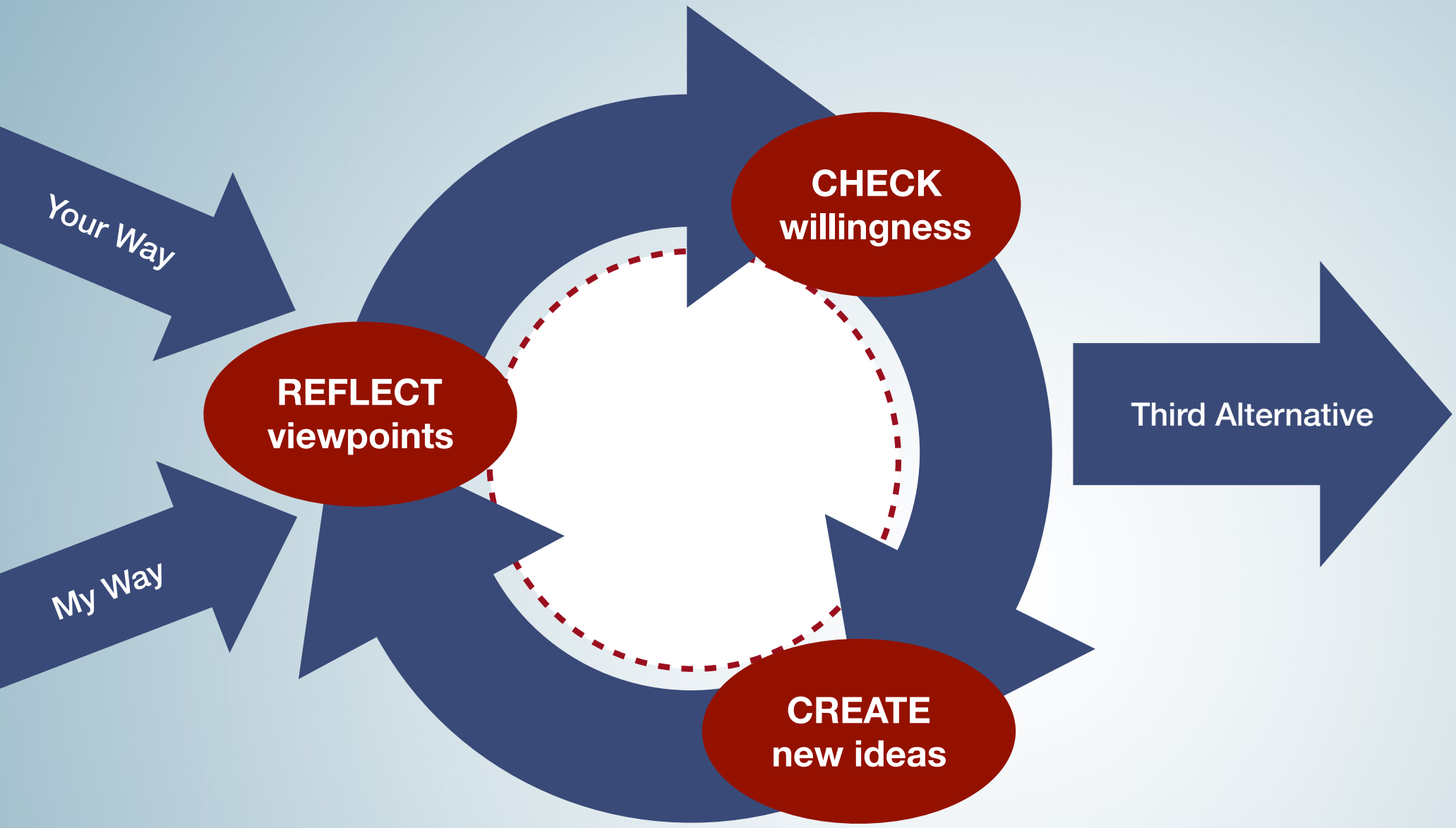
Why is there conflict between people **in the workplace**?

Is conflict ***in the workplace*** always a bad thing and needs to be avoided at all costs?

What are the common responses to conflict?


Case
Study


Your Way
My Way
REFLECT viewpoints
CHECK willingness
CREATE new ideas
Third Alternative

Discuss a present situation at work where there is a degree of conflict - partner with someone to discuss the **conflicting views** and see if you can come up with **a third alternative.**

Managing People

Managing People
Managing through People

Managing People
Managing through People
Managing with People

AFTERNOON
TEA

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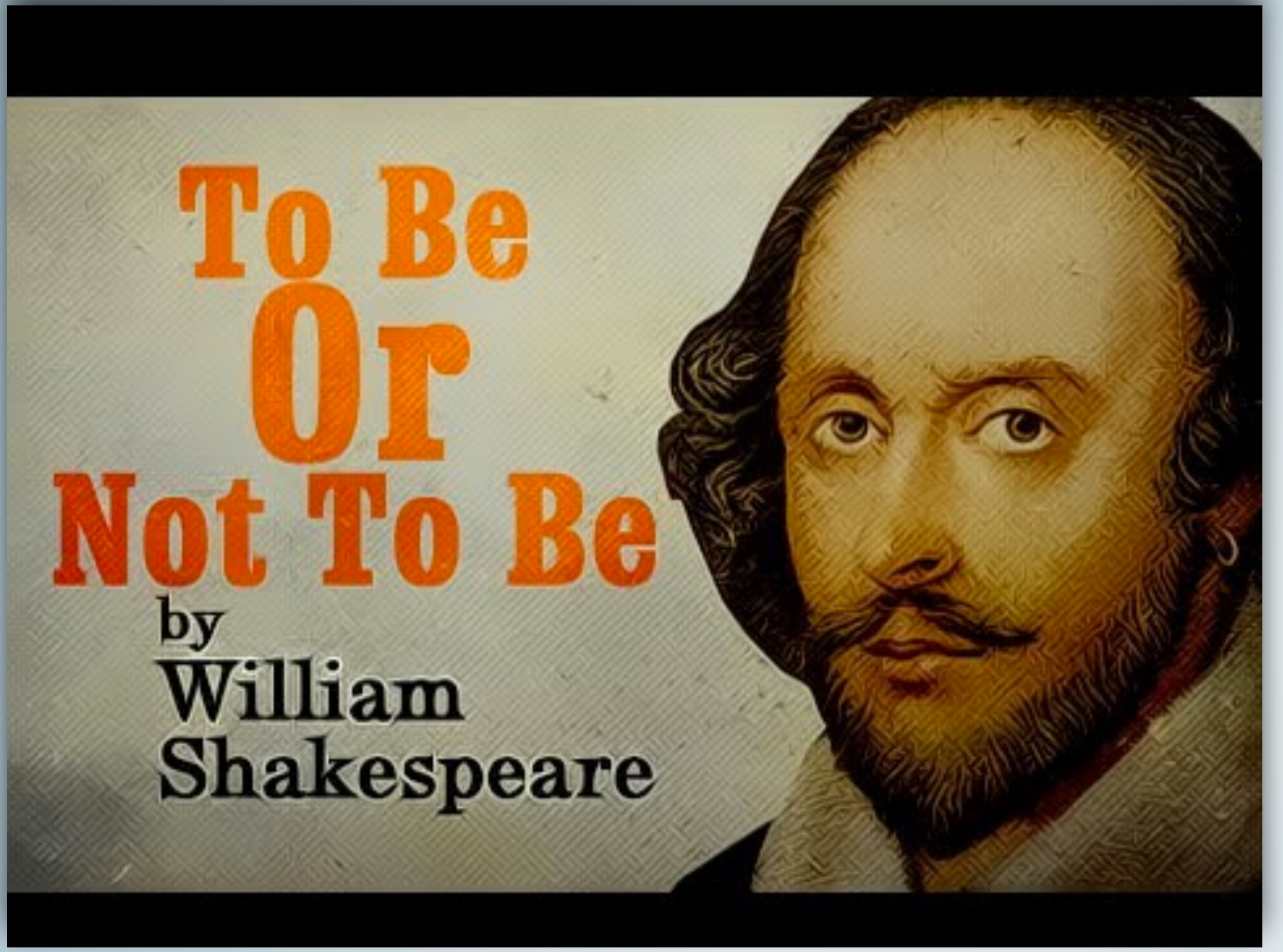
To Be
Or
Not To Be
by
William
Shakespeare

Choose *a partner and practice giving positive feedback using the verb "to be" and other declensions such as "you are", "you were", "you will always be" etc".*

Choose a partner and practice giving negative feedback using the verb "to do" and other declensions such as "you did", "you do", "you tend to do" or "the way this was done" etc.

Keep the feedback constructive and focused on improving performance.

BEST
PRACTICE
STRAIGHT AHEAD

HIGH Courage,
LOW Consideration
HIGH Courage,
HIGH Consideration
LOW Courage,
LOW Consideration
LOW Courage,
HIGH Consideration
COURAGE
CONSIDERATION

HIGH Courage,
LOW Consideration

HIGH Courage,
HIGH Consideration

COURAGE

LOW Courage,
LOW Consideration

Do Nothing

LOW Courage,
HIGH Consideration

CONSIDERATION

HIGH Courage,
LOW Consideration
Abrasive
HIGH Courage,
HIGH Consideration
LOW Courage,
LOW Consideration
Do Nothing
LOW Courage,
HIGH Consideration
COURAGE
CONSIDERATION

COURAGE

HIGH Courage,
LOW Consideration

Abrasive

HIGH Courage,
HIGH Consideration

LOW Courage,
LOW Consideration

Do Nothing

LOW Courage,
HIGH Consideration

Just "Nice"

CONSIDERATION

HIGH Courage,
LOW Consideration
Abrasive
HIGH Courage,
HIGH Consideration
Effective Feedback
LOW Courage,
LOW Consideration
Do Nothing
LOW Courage,
HIGH Consideration
Just "Nice"
COURAGE
CONSIDERATION

What are best practices when **receiving feedback?**

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Our mission is to **help people and organizations be their best**
- can we be of any further service to you?

Paul Butler

Client Partner

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Paul Butler

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May we continue to serve our students, faculty and each other exceptionally well in 2020.