



**ACHIEVE**  
CENTRE FOR LEADERSHIP

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PowerPoint Slides for  
On-Demand Webinar

# Leadership

Insights for Thinking Differently

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WE BELIEVE THAT EVERYONE SHOULD BE ABLE TO LIKE WHERE THEY WORK.



**ACHIEVE**  
CENTRE FOR LEADERSHIP



**CRISIS & TRAUMA**  
**RESOURCE INSTITUTE**



**“If there is any difference between you and me, it may simply be that I get up every day and have a chance to do what I love to do, every day...”**

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**WARREN BUFFET  
BUCKINGHAM AND CLIFTON, 2001**

**“The best job in the world...”**

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RUTH BADER GINSBURG

# KEY INSIGHT

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Most successful leaders don't have a job – they have a passion.

# VISION

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Vision is our view of the future.

# PROBLEMS WITH MANY VISION STATEMENTS

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1. Statement of what they already are
2. Not ambitious enough



# ALZHEIMER'S ASSOCIATION VISION

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OUR VISION:

**A WORLD WITHOUT  
ALZHEIMER'S DISEASE<sup>®</sup>.**

alzheimer's  association<sup>®</sup>

# KEY INSIGHT

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Our vision tells us what to do, but more importantly,  
what *not* to do.

# ACHIEVE'S VISION

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We envision a world where everyone likes where they work.

We aspire to be the most **trusted, accessible** provider of **quality** training and resources on the topics of leadership, workplace culture, and conflict resolution.

**“People are always the problem, and  
people are always the answer.”**

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LEADER SURVEY RESPONSE

# TALENT

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When more than 1,000 CEOs were asked which sources of competitive advantages were most important in sustaining their growth over the long term, their number one response was **“access to, and retention of, key talent.”**

PricewaterhouseCoopers, Annual Global CEO Survey

# KEY INSIGHT

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When making decisions about who to hire, fit for culture is far more important than experience, education, and expertise.

# VALUES

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- Values help organizations determine a range of acceptable *behaviours*, defining for leaders and employees alike which actions are encouraged and which are unacceptable.

# ACHIEVE VALUES

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- Embody
- Engaged
- Receptive
- Productive
- Flexible



# KEEPING THE TALENT

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Once we have great talent, how do we keep it?

# KEY INSIGHT

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The secret to employee retention is simple: Be a great place to work.

**“With my qualifications and education, I could be making more money, but I stay here because I am valued, I enjoy the work, and I love the people I work with.”**

# KEY INSIGHT

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The goal of leading for productivity is not merely to get more work done. The main purpose of being productive is to more effectively allow us to work towards our mission and vision

# PRODUCTIVITY

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The harder I work, the luckier I get.

# PRODUCTIVITY

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Work smarter, not harder.

**“It is not enough to be busy; so are the ants.**

**The question is: ‘What are we busy about?’”**

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HENRY DAVID THOREAU

# KEY INSIGHT

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The art of productivity is not to get more done. Rather, it is about getting the *right* things done in the *right* way.



# MULTITASKING

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# TWO KEY QUESTIONS FOR MEETINGS

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1. *Why* are we having a meeting?
2. *Who* should be at the meeting

# OTHER KEYS TO EFFICIENCIES

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- Start and end on time
- Have the right person facilitating meeting
- Hold people accountable to pre-meeting expectations
- Have a clear agenda
- Clearly identify and assign actions

# EMAIL TIME-SUCK

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A survey by Adobe found people in the workplace spend on average 3.1 hours per day sending and checking their emails alone, amounting to 15.5 hours per week.

That's equivalent to **39%** of their time in a week.

# EMAIL RULES

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- Ask to stop being cc'd
- Stop “email meetings”
- Stop long emails

**“Randy, this is a long email. Heidi can you read it and tell Randy what it’s about?”**

**“OOPS...sorry Randy for the long  
email. I'll send it quick before I write  
more.**

# KEY INSIGHT

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We can't control how external groups have meetings or use emails. But we can control how we have meetings and use emails *internally*.



# KEY INSIGHT

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Delegation gives you more time to focus on what matters most and, more importantly, helps develop others

# BARRIERS TO DELEGATION

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- Attitude of “If you want something done right, do it yourself”
- No time to delegate
- No one else can do it

**“If my leader wants to do the work entirely on his or her own, then why was I even hired?”**

**“Nothing frustrates me more in my own workplace than when I see my administrator doing the work herself rather than delegating it.”**

# BEFORE YOU DELEGATE

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Before you delegate, first eliminate.

# KEY INSIGHT

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The question should not be, *What should I delegate?* The far better question is, *What should I **not** delegate?*

# REFLECTION

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What should you not delegate? What is the most important task for you to be doing in your organization?  
Are you spending enough time on that task?

# KEY INSIGHT

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Organizational health is the glue that holds everything together. Unhealthy workplaces are rarely productive, innovative, or have high levels of employee engagement.



# ORGANIZATIONAL HEALTH

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- Human impact
- Financial impact

**“Coming from an organization that was toxic, working in a healthy organization makes me actually want to come to work. I am happy to pick up extra tasks or work a little longer because I like what and whom I’m working with.”**

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ACHIEVE/CTRI EMPLOYEES

# MOTIVATION AND EMPLOYEE ENGAGEMENT

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Employee engagement is much more of a management and workplace culture issue than it is an employee issue.

# SELF-AWARENESS

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Once we are self-aware. The most important consideration is what do we do with that information

# CREATIVITY AND INNOVATION

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Innovation is not about technology. Innovation is about solving problems.

# SELF-DEVELOPMENT

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Developing as a leader is a life-long journey  
– leaders never “arrive”!



# ADDITIONAL EVENTS & RESOURCES

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- Other Public Workshops
- On-Location Training
- Live and On-Demand Webinars
- Blogs
- Free Resources

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