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## Being a Leader When You're not the Boss

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"Nothing so conclusively proves  
[a person's] ability to lead others as  
what [they] do on a day-to-day  
basis to lead [themselves]"

Thomas J Watson  
American Business Leader  
Former CEO of IBM

Q2



## Learning Outcomes

After this course, participants will be able to:

- List 5 points related to leading when one is not the boss.
- Identify the 4 ways people tend to respond to internal and external expectations, and describe how to identify their own primary tendency.
- List the 5 Languages of Appreciation, and describe how to identify their primary language and use it to uplift their team.



“Be the kind of leader that you would follow.” -Unknown

### What leader do you admire?

- Why?
- How have they influenced you?

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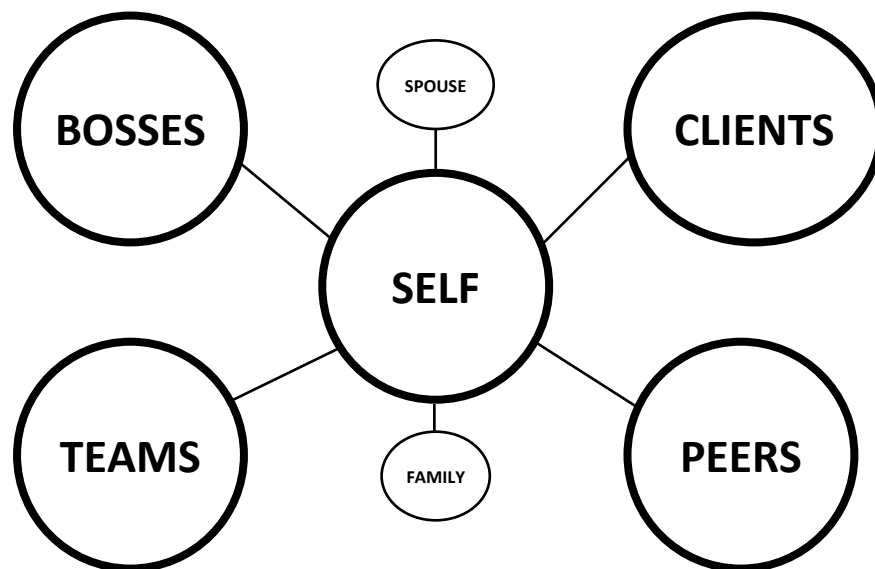
Where do **power and influence** come from?

You can have strong and positive influence even without legitimate power, formal title or extensive experience.

Q4

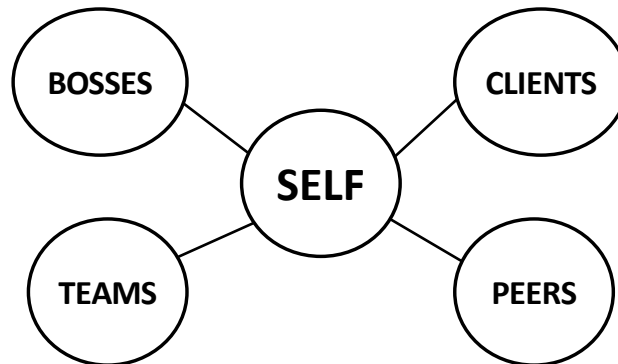
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5 Points on Self Leadership

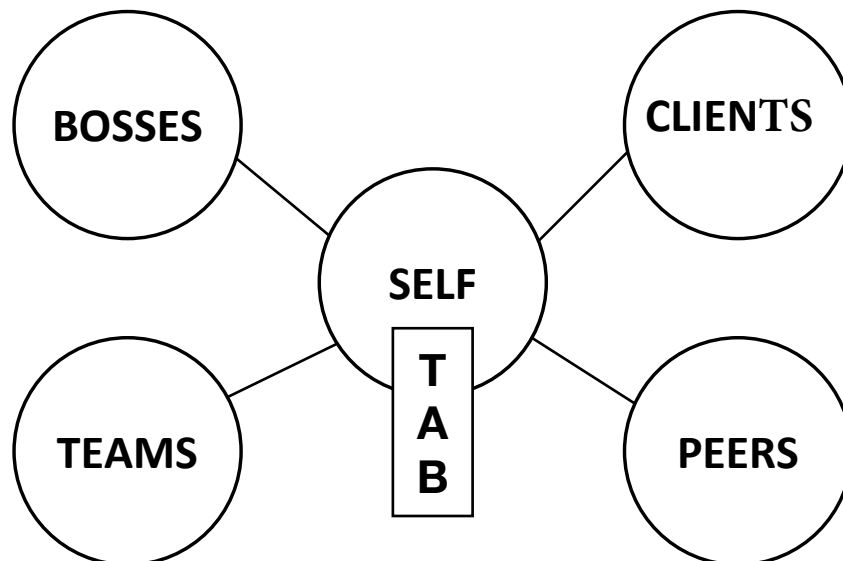


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continued

**How do you lead?****What are your relationships like?**

continued

**5 Points on Self Leadership**

continued

continued

**T**

THOUGHTS

**A**

ACTIONS

**B**

BLINDSPOTS

continued

## THOUGHTS

1. Mindset
2. Self Esteem
3. Reputation

Mindful self  
leaders:

**monitor own  
thoughts &  
actions**

Q1

continued



continued

## MINDSET Fixed or Open?

**FIXED:** Intelligence, creative ability, & talent are fixed at birth and can't be significantly changed.

**OPEN:** Curious, flexible & youthful "Rookie Smarts". Growth focused.

Mindset: The New Psychology of Success by Carol Dwek

Rookie Smarts: Why Learning Beats Knowing in the New Game of Work by Liz Wiseman.

Q5 Q6

continued

## SELF ESTEEM



continued

continued

## SELF ESTEEM - APA Definition

- “*n.* the degree to which the qualities and characteristics contained in one’s self-concept are perceived to be positive. It reflects a person’s physical self-image, view of his or her accomplishments and capabilities, and values and perceived success in living up to them, as well as the ways in which others view and respond to that person. The more positive the cumulative perception of these qualities and characteristics, the higher one’s self-esteem. A reasonably high degree of self-esteem is considered an important ingredient of mental health, whereas low self-esteem and feelings of worthlessness are common depressive symptoms.”

<http://dictionary.apa.org/self-esteem>

continued

## SELF ESTEEM

My sense of my worth & value.  
How much I like & appreciate myself.

**How much do you like & appreciate yourself?**

**Your worth**  
doesn’t decrease  
because someone is  
unable to see  
your value...

continued

continued

## SELF ESTEEM

“ Self esteem is not  
a single internal  
thermometer.”

-Jenika McDavitt  
Photographer & Psychologist



continued

## REPUTATION

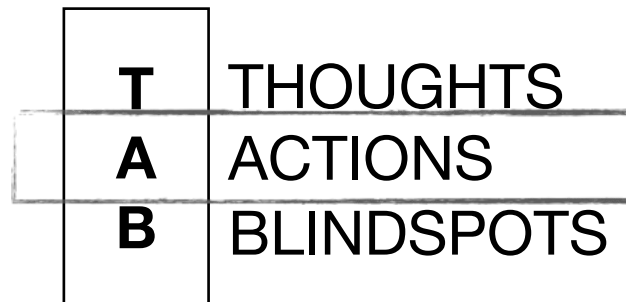
“noun. estimation in which a person or thing  
is held, especially by the community or the public  
generally.”

<https://www.dictionary.com/browse/reputation>

Q3

continued

continued



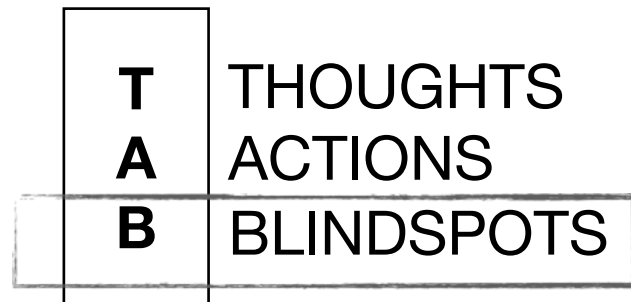
continued

## ACTIONS

1. **Words**
  1. What we say
  2. What we don't say
2. **Behavior**
  1. What we do
  2. What we choose not to do

continued

continued



continued

BLINDSPOTS:

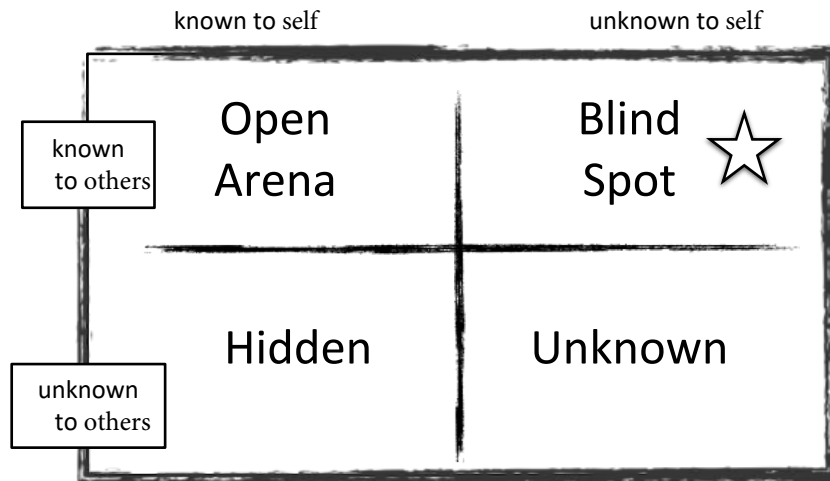
**Johari Window:**

Self Awareness Quadrants by  
Joseph Luft & Harrington Ingham

continued

continued

## Johari Window:



continued

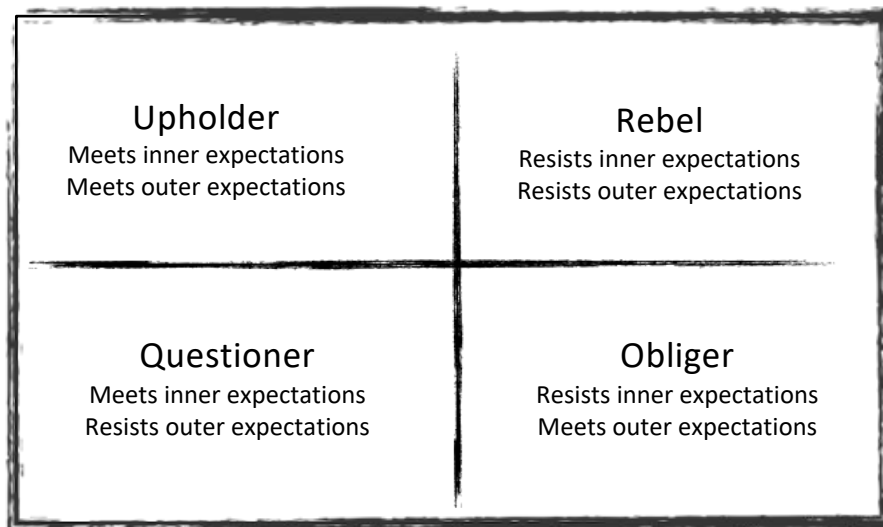
## Action Steps

1. Begin to have open and honest conversations about your blind spots with trusted people that have your back.
2. This probably won't be easy. It takes bravery and humility to work on ourselves and listen actively to what others have to say.
3. Do not defend yourself in these initial conversations or people will likely never open up again. Say thank you and give yourself time to think.

continued

CONTINUED

## The Four Tendencies by Gretchen Rubin



CONTINUED

## The 4 Tendencies Mottos by Gretchen Rubin

- **Upholder:** “Discipline is my freedom”
- **Questioner:** “I’ll comply if you convince me why”
- **Obliger:** “You can count on me and I’m counting on you to count on me.”
- **Rebel:** “You cant make me and neither can I”

Q7

CONTINUED

continued

## The 4 Tendencies Strategies by Gretchen Rubin

- **Upholder:** Remember that it's ok to question an expectation.
- **Questioner:** To avoid analysis-paralysis, set deadlines and limit the number of sources.
- **Obliger:** Accountability Partners
- **Rebel:** Share info, possible consequences and allow for choice.

Q8

continued

## 5 Languages of Appreciation by Gary Chapman and Paul White

1. Words of Affirmation
2. Quality Time
3. Acts of Service
4. Gifts
5. Physical Touch

continued



## Words of Affirmation

1. Unsolicited compliment on work well done.
2. Hand written note.
3. Phone call/in person conversation to express gratitude
4. Recognize at a meeting (if they are ok with public acknowledgement)



Q9

## Quality Time

1. Going out for coffee
2. Grabbing lunch
3. Regular one-on-one meeting times



continued

## Acts of Service

1. Offer to help with a project
2. Offer to lend a hand when they are overwhelmed
3. Offer to rehearse/run through a presentation, give feedback, etc



Q10

continued

## Gifts

1. Personalized small gift
2. Favorite drink, candy, etc
3. Hand made gift



continued

## Physical Touch

1. High 5s
2. Fist bumps
3. Handshakes



## Action Steps

1. Take the free tests and read the books
  1. <https://quiz.gretchenrubin.com/four-tendencies-quiz/>
  2. <https://www.5lovelanguages.com/quizzes/>
2. Have your teams take the test.
3. Talk about results.
4. Understand them better. Start speaking to them in terms of their motivation and in languages they'll appreciate.
5. Enjoy awesome relationships. Not perfect but awesome.

## References

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