	Successfully Leading Remote Workers Handout Page 1	MARK FRITZ Association of Corporate Counsel Lunch & Learn Web Series
LEAD OUTCOMES	Pace Direction Ask Questions (at the Milestones level) M M M Uutcomes vs Activities	 Think & discuss in OUTCOMES versus activities You can't MICROMANAGE and be successful at a distance Successful leaders are focused on DIRECTION and PACE Focus meetings on DECISIONS, ACTIONS & ALIGNMENT ASK about the HOW at the MILESTONES LEVEL ANSWERS to HOW tell you the LEADER YOU NEED TO BE Outcomes provide a TARGET for everyone's CREATIVITY Your Notes:
LEAD NIFO	Nose Fingers In Out NI FO Questions Stories/ Examples Context	 Lead and have a life! - Live NIFO - Nose In, Fingers Out Ask more QUESTIONS, DON'T SAVE others from thinking Need to feel in CONTROL - Through PEOPLE vs INFO Create BOUNDARIES, and your can DELEGATE MORE Use STORIES and EXAMPLES to give the answer Your Notes:
CONSISTENTLY DIFFERENT	Consistently Different Think Feel Listen Stories Do Examples	 The outcomegetting others to THINK, FEEL & DO Use STORIES and EXAMPLES to amplify key messages, Be CONSISTENTLY DIFFERENT – adapting to others Create a FEELING – LISTEN – shows you VALUE them Sales peopleIF THE CUSTOMER IS TALKING, I'M WINNING!. FREQUENCY more important than time in communicating Your Notes:
CULTURE OF COLLABORATION	Collaboration B GLUE P Processes Info Sharing Trust	 GLUE: TRUST, INFO SHARING, COMMON PROCESSES Help everyone DISCOVER their COMMON INTERESTS People TALKING to each other develop their own TRUST Everyone SHARING INFO, you need FEWER PROCESSES SIMPLE processes are much EASIER to CHANGE Continually ask your team: How's our GLUE? ENABLING the right CONVERSATIONS happening Your Notes:
POWER IN PEER PRESSURE	Visible = Accountable Why Position I I Pull Push * (Visibility) A Peer Pressure is Push without Pushing	 Make goals & achievement VISIBLE (PEER PRESSURE) Keep an EYE OUT for potential CONFLICT Create PULL (Why) power, not need PUSH (boss) power VISBILITY is a MOTIVATOR, create PRIDE in your people Use PEER PRESSUREpeople KEEP their reputation Your Notes:

	Successfully Leading Remote Workers Handout Page 2	MARK FRITZ Accomposition of Composition of Lunch & Learn Web Series
CONDITIONS FOR SUCCESS	Conditions Enable V your People Create the Success	 Create the CONDITIONS that ENABLE your people CLARITY - if something is not clear, bad is happening Your people need to take ACTION on their own Grow BUSINESS JUDGMENT to delegate more decisions Your people need to make DECISIONS on their own Develop INFLUENCING SKILLS - people need to adapt Your people need to COLLABORATE on their own Your Notes:
THINK WHO BEFORE HOW	My How is WHO Once You Know Think WHAT→ WHO + WHY Then + ↓ WHY WHEN HOW	 Most leaders think WHAT then HOW, not WHO Great leaders FIRST THINK WHO before HOW An empowered WHO creates leverage to achieve MORE If you DON'T HAVE a WHO, WHO IS THE WHO? Your Notes:

	More of	Same as	Less of
R E F L E C T I O N			



Reminders



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Think & discuss in **OUTCOMES** vs activities, It's the Language of **ACHIEVEMENT**. 1. Remember, MICROMANAGEMENT has a SPEED LIMIT. Team SPEED becomes your speed. 2. 3. Management is having the right ANSWERS. Leadership is having the right QUESTIONS. Successful leaders are focused on Two Things (to PRIORITIZE): DIRECTION and PACE. 4. Focus your MEETINGS on OUTCOMES, not discussions (DECISIONS, ACTIONS & ALIGNMENT). 5. Gain OWNERSHIP on the Outcomes, and ASK about the HOW at the MILESTONES LEVEL. 6. 7. You are a ROLE MODEL for your people. They COPY your behaviors, both GOOD and BAD. Outcomes provide a TARGET for everyone's CREATIVITY...and CONSTRAINTS drive the need. 8. 9. To successfully lead others and have a Life! - Live NIFO - NOSE IN, FINGERS OUT 10. Ask more QUESTIONS, as every time you give the ANSWER, you SAVE OTHERS from thinking 11. Stories and examples GIVE the ANSWER WITHOUT your people FEELING that they were TOLD 12. You want your people to keep the OWNERSHIP of the OUTCOME. ASK versus tell. 13. The outcome of communication is getting others to THINK, FEEL & DO 14. To create a great feeling in others - LISTEN - it shows you VALUE them 15. Sales people say...IF THE CUSTOMER IS TALKING, I'M WINNING!...LET OTHERS TALK 16. Use STORIES and EXAMPLES to create a FEELING in others...are more memorable too 17. Successful communicators are CONSISTENTLY DIFFERENT – adapting to other personalities 18. Package messages for the right combination of **DIRECT** or **INDIRECT** and **OPEN** or **GUARDED** 19. Enable the GLUE: TRUST, INFORMATION SHARING and COMMON PROCESSES in this order 20. Create more PULL (Why) Power and not continually use your PUSH (Boss) Power all the time 21. Use PEER PRESSURE for the right PUSH power...PUSH coming from WITHIN the team 22. When people NEED EACH OTHER for their personal success, they WORK WITH EACH OTHER 23. Make Goals/Achievement VISIBLE (PEER PRESSURE) and an EYE OUT for Potential CONFLICT 24. Create the Three CONDITIONS that ENABLE your PEOPLE to DELIVER the SUCCESS. 25. First Condition: CLARITY – If something is NOT clear, something BAD is usually happening. 26. Create the right BOUNDARIES, and you can DELEGATE MORE than you think you can. 27. Second Condition: BUSINESS JUDGMENT - Need to TRUST judgment to delegate DECISIONS. 28. Remember to INTERVIEW for BUSINESS JUDGMENT by using more SCENARIOS. 29. Grow your BUSINESS JUDGMENT PIPELINE to be able to keep DELEGATING decisions. 30. Third Condition: INFLUENCING SKILLS – Your people need to INFLUENCE PEERS & outside. 31. Grow your People's ADAPTABILITY...IT'S the FOUNDATION for effective INFLUENCE. 32. Success is a Team Sport. Think WHO - Right WHO Gives you a better HOW to ACHIEVE more. 33. Keep in mind...IF YOU DON'T HAVE A WHO, the WHO is always YOU. THINK WHO FIRST. 34. Successful leaders view their job as **MY HOW IS WHO**.



Successfully Leading Remote Workers Handout

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- Keep the Important Important (Focused)
- Know the Person You Need to Be (Adaptable)
- Bring Fresh Ideas and Approaches (Imaginative)
- Show Commitment to Others (Responsible)
- There's Always a Way (Resourceful)

is the opportunity to give yourself advice! How strong are your behaviors/skills?

Reflection

Human (H), Motivation (M), Emotion (E), Change (C), Influence (I) & Decision (D)

<u>H Needs</u>

Certainty (Feel Assured) Uncertainty (Something New) Significance (Feel Unique) Connection (Value Relationships) Growth (Escape Boredom) Contribute (Giving Feeling)

M Factors

Money (What Provides) Relevance (Feel Why) Power (Have Choice) Ego (Feel Recognized)

<u>E Factors</u>

Fear (Must Act) Guilt (Will Regret) Greed (Want More) Desire (Need More) Pride (Feel Important) Love (Feel Appreciated) Consider <u>ALL</u> the factors to INFLUENCE others? **<u>C Factors</u>**

Why (Is It Worth It?) Confidence (Can I Do It?)

I Factors

Authority (Seriously Listen) Likeability (Feel Content) Trust (Without Question) Reciprocity (Feel Obliged) Social Proof (See Others) Community (With Others) Anticipation (Can't Wait) Events (More Memorable) Scarcity (Drives Want)

D Factors

Facts (Seems Logical) Feeling (Feels True) Faith (Match Beliefs)