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What Exceptional Leaders Do Every Day

A Leadership Development Seminar

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Nashville, Tennessee

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What Exceptional Leaders Do Every Day

National Pavement Expo – January 31, 2020

Presented by: Randy Goruk - LeadersEdge360.com

Do you ever wonder if you're spending your time on the right activities? Do you ever wonder what other business leaders spend their time on? Do you think you may have developed a few bad habits that rob your organization of the best possible leadership? This presentation will highlight what exceptional leaders do every day and why these 'best practices' make them exceptional.



Session Objectives:

Provide insights into what exceptional leaders do every day - explain why these 'best practices' make them exceptional - and how to do them.

Core Leadership Assumptions:

- Have Unwavering Character
- Care About Others
- Embrace Accountability
- Have Technical Skills

For a copy of Randy's slides – Write on back of business Card 'What Leaders Do' give to him at end of session – or send email to randy@LeadersEdge360.com with 'What Leaders Do' in subject box.

Activity #1:

Schedule Time to _____.

***"What I hear, I forget.
What I see, I remember.
What I do, I understand."***

Confucius

Why Schedule Time to Think and Plan ?

To become more Proactive and Less _____.



Avoid crisis by solving problems before they occur, allowing more time to focus on getting even better results for the business.

How do we Schedule Time to Think and Plan ?

Make an appointment with yourself.

To stimulate your thinking and planning:

1. Ask Yourself Great _____.

Examples:

- What is one thing I'm not doing, that I should be doing ?
- What one habit do I need to break to be a more effective leader?

2. Become Obsessively _____.

Examples:

- If we had the chance to do last month over, what 3 - things could we have done differently to achieve better results ?
- What is one decision I didn't make that I should have made ? Why didn't I ?

3. Develop the Habit of _____.

Examples:

- What are *three* opportunities that, if pursued, could grow our business over the next 18 months?
- What actions should we take to capture them?

Activity #2:

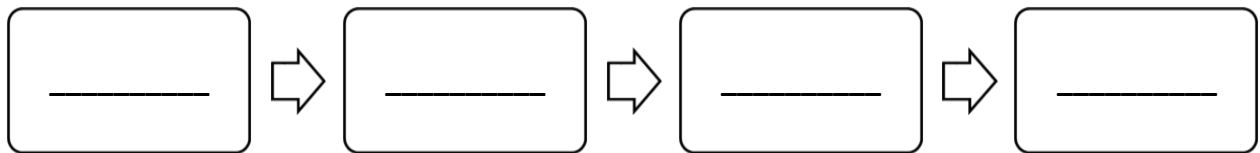
Communicate – Communicate - Communicate

‘The single biggest problem with communication, is the illusion it has taken place’.

George Bernard Shaw

#1. Take Time to _____.

Improve Your Listening Skills



<http://www.esl-lab.com>

#2. Seek Engagement and Initiate Action By Asking _____.

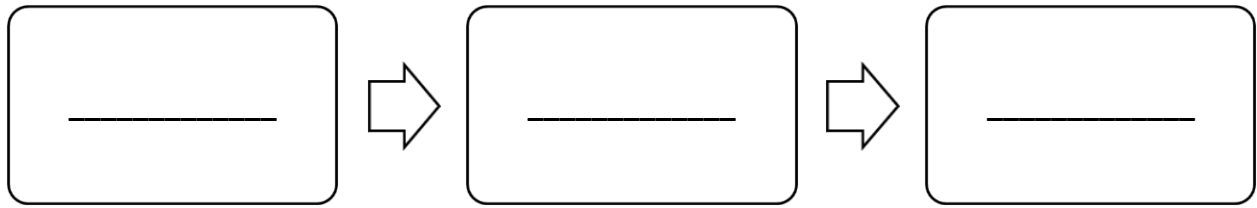
Don't Ask:

How is the 'XYZ' project going ?

Exceptional Leaders Ask:

What three things could prevent us from finishing the 'XYZ' project on time?

The Power of Great Questions



Every great question can lead to another great question, which can lead to a great conversation, which can lead to great results.

Don't Ask:

How are this month's results?

Exceptional Leaders Ask:

If we had the chance to do last month over, what is one thing we could have done differently to achieve better results?

Great Question Starter Tip #1

Use an appropriate number of _____.

Actions – Steps – Things – Keys - Reasons

Great Question Starter Tip #2

Put the person your speaking to in someone else's shoes.

When Designing Great Questions Ask Yourself:

1. Will this question cause the person I'm asking to THINK?
2. Can this question lead to an ENGAGING conversation?
3. Can this question lead to ACTION (if necessary)?

Great Question Exercise

After the 2020 National Pavement Exposition, you get your team together to determine if the investment was worthwhile.

What 'great question' would you ask them?

#3. Provide an Abundance of Positive Reinforcement and _____.

#4. Show Gratitude and Appreciation for _____.

"Choose your words wisely and you will generate excitement, enthusiasm and engagement. Choose them poorly and you will have missed an opportunity."

©Randy Goruk
Leadership Coach / Speaker

#5. Be Inspiring.

Activity #3: Intentionally Develop Others

"I start with the premise that the function of leadership is to produce more leaders, not more followers." -- Ralph Nadar

3 – Musts ...

You must believe 'If my team is successful – I am successful'.

You must ensure 'Everyone, has an Individual Development Plan' (or Similar).

You must ensure 'The training programs in place are effective'.

How to Intentionally Develop Leaders

#1. Feedback

#2. Coaching

#3. Mentoring

#4. Inclusion

#5. Stories



Action Plan Checklist to Produce More Leaders

- ☒ *Who will you help grow into an exceptional leader?*
- ☒ *How much time of your time will you commit to their development?*
- ☒ *What skills need developing?*
- ☒ *What attributes, characteristics and qualities need refinement?*
- ☒ *What actions and behaviors need improving?*
- ☒ *How are you going to develop, refine and improve?*
- ☒ *What is the timeline and time table for development?*
- ☒ *How will you measure improvement?*

Activity #4:
Invest in Self-Development

"Leadership and learning are indispensable to each other." - John F. Kennedy

A 5 – Step Leadership Self-Development Plan

Step #1. Commit Time for _____.

Step #2. Determine Greatest Opportunities for _____.

Step #3. Determine Best Solution(s) for You.

Step #4. Stay Prioritized Disciplined and Focused.

Individual Development Plan

Name: John B. Goode
Position: Project Supervisor
Date: January 2020

OPPORTUNITY TO IMPROVE	ACTION PLAN(S) WHAT / HOW	FREQUENCY WHEN / HOW LONG	EXPECTED OUTCOME
1.			
2.			
3.			

Step #5. Evaluate Every 90 – Days.

What Exceptional Leaders Do Every Day

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." - John Quincy Adams

Personal Action Plan

The top 3 – actions that I plan to take to improve my leadership effectiveness:

1. _____.
2. _____.
3. _____.

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**Contact Randy Goruk to Learn How
He Can Help You Develop the Leaders in Your Organization**



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