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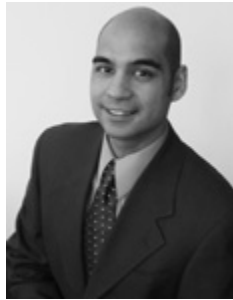
Washington State

Cosmetology workshop

Leadership & Applying Seven Habits of Highly Effective People

with
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Excellent leaders are not afraid to praise the work of others. Studies show that workers with only average ability had an

increase in their quality of work after their manager began a concentrated program for praising their performance and giving constructive feedback. Author Joseph Klock of *Selling Power* magazine suggests the following guidelines for praising employees:

- Praise in public at every opportunity.
- Before you tell your people what you don't like about what they have been doing, tell them what you do like.
- Provide frequent feedback.

1. In your group, discuss what characteristics describe what outstanding leaders have. How many can you come up with? Use the space below. Excellent leaders:

2. On your own, identify one individual who, in your own opinion is an excellent leader. What experience or experiences have you observed make you believe that this individual is an excellent leader? Describe the experiences and characteristics below:

Stephen Covey's *Seven Habits of Highly Effective People.*

- 1. Be proactive**
- 2. Begin with the end in mind**
- 3. Put first things first**
- 4. Think win-win**
- 5. Seek first to understand, then to be understood**
- 6. Synergize**
- 7. Sharpen the saw: physical, mental, emotional/social, and spiritual**



3. On your own, examine your own qualities as a leader. Even if you are not in a formal leadership role, you probably still possess leadership abilities. List your own leadership qualities below.

Stating why we exist & what we are about is difficult Expression - putting into words - changes us.

4. Stephen Covey's second *Habit of Effective People* is to "Begin with the end in mind." Describe the qualities that you would want your friends, family and co-workers to say about you. Take some time to discuss it with your partners. List some of the qualities below.

5. With your partner, brainstorm some possible essential questions that will help you clarify a possible final goal in your life or work life.



8. What are your first things? List those things that are most important in your life. How effective are you at keeping those things first in your life? Why? If you were to do one thing in your professional life that would have the most positive impact, what would that one thing be? **With what you know about yourself and about what you have learned today, develop your own personal mission statement.** Allow it to change over time as your understandings and needs develop. Use the back if needed.

Mission Statement:

Homework: Establish your “big rocks” – the important changes, not just the urgent.

- 1 Decide that you CAN in fact change your life.
- 2 Get away one weekend with a pen and pad of paper.
 - Write down what you HOPE for in life, and what you feel called towards (e.g., family, work, opera).
 - If you don't know ... talk with friends or family.
 - If you don't know ... try things! Athletics, service, camping, animal rights, politics, research.
 - If you don't know ... read biographies and newspapers.

Plan toward your vision.

- 3 Record how you spend a typical week ... then decide how well it matches your vision.
 - Use a daily planner (e.g., a date book, a Palm) to plan by weeks, focusing on today.
 - If in a rut, find a small victory and win it.

Sharpen the saw.

- mental: Learn a hobby (e.g., chess, golf, piano), or about people (Mars & Venus, Dale Carnegie)
- physical: Exercise, eat right, sleep.
- social: Find friends with whom you can share your deepest struggles, biggest triumphs, most guarded weaknesses and fears.
- spiritual: Good versus evil questions are the biggest you'll face.