POD 3

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# Special Project 3: Networking

Tim Sanders is famously quoted with the saying, "***Networking is your NET WORTH***."

It’s true!

The single most important and effective step you can take to advance your career is ***networking***.

It is important to understand what type of network will build your net worth. Having a vast number of contacts on LinkedIn, Facebook, Twitter and the social media platform list goes on, isn't all there is to it. What makes a network valuable is when people in your network know who you are, what you are about and are excited to support you in succeeding.

As with everything in life, what you give is what you get. Take your current network, expand it while also cultivating the relationships within it. To do that, you must be skilled at building rapport. This exercise supports your leadership best practice of increasing your network while building rapport with other like-minded leaders.

Practice growing it, nurturing it, and building value in it!

## Instructions

1. Meet with each person within your **RISE** track to begin building your strong

network of like-minded leaders.

* Get to know them. Open your heart and allow them to get to know you.
* Understand what their dreams, desires, and goals are.
* Share your own dreams, desires, and goals.
* Build a team to support each other in your leadership aspirations.

2. When complete: email rise@nicoleperrotta.com with the following

* **Subject Line**: I have completed my Networking Project.
* **Body**: Explain what you gained/learned from meeting with each person within your track.

Due Date: July 1, 2021

# Optional Bonus Networking Opportunity

This optional project will provide you an opportunity to participate in a ***Strategic Networking Session*** with other **RISE** 2021 leaders and led by **SOAR** leaders. **SOAR, the follow-on program from RISE, is a graduate-level leadership development program available only to RISE graduates.**

## Strategic Networking Session Guidelines

We want to make these sessions valuable for your personal growth as well as provide an opportunity to expand your network.

A **SOAR** leader will share some tips for networking and then guide everyone on the call through a networking session. The goal is to get to know **RISE** leaders from other tracks while you also practice creating a connection in a safe space.

**Session Details:**

* The session will be held via video conference.
* The **SOAR** leader, for the timeslot you choose, will contact you with meeting details.
* Come with an open mind and an open heart for making a connection.

## Date and Timeslots

Choose the date/timeslot that works best for your schedule. Email your choice to us @ rise@nicoleperrotta.com.

Day Date Time **SOAR** leader

Thursday June 10, 2021 3p – 4p Central led by Joyce Winkler

Friday June 11, 2021 11a – 12p Central led by Carla Lopez

Thursday June 17, 2021 1p – 2p Central led by Paula Brower

Thursday June 17, 2021 4p – 5p Central led by Lindsay Barentine

Tuesday June 22, 2021 2:30p – 3:30p Central led by Ron Moore

Thursday June 24, 2021 1p – 2p Central led by Anjanette Crear

# Workshop #7: Gift of Giving & Receiving Feedback

Imagine someone just asked if you would be open to feedback. How do you feel? It's not always easy to hear feedback. And it can be just as difficult to deliver feedback in a way that is meaningful for others. However, great leaders know that delivering and receiving feedback is the cornerstone of growth for themselves and for those that they lead.

In this workshop, leaders learn and practice the skillful art of giving and receiving feedback in a generous and appreciative way.

**Tools:**

***3 Steps to Receiving Feedback Gracefully***

***3 Steps to Delivering Feedback Effectively***

## Pre-Work Tracking for Workshop #7

Your pre-work prepares you for the upcoming workshop. Please remember to complete your pre-work for Workshop 7 at the following link: [CLICK HERE](https://www.surveymonkey.com/r/RISE2021_PreWork_7).

Due Date: Monday, May 17, 2021.

**For Your Records**:

Utilize this worksheet to track the answers to your pre-work so you can track your progress throughout the program.

1. On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to deliver feedback to someone else.



1. What do you find the most challenging or uncomfortable about delivering feedback?
2. On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to ***receive*** feedback from someone else.



1. What do you find the most challenging or uncomfortable about receiving feedback?
2. What is the best feedback you have ever received?

## Receiving Feedback Process

Do you want to be fulfilled by your work? Learn to receive feedback with grace. According to PwC, 68% of employees who receive accurate and consistent feedback feel fulfilled in their jobs.

**Step 1:** Receive with Open Arms

**Step 2:** Receive with Appreciation

**Step 3:** Evaluate based on Vision & Values

* Does it ring true for me?
* Does it help me get closer to my goals?
* Does making a change based on this feedback align with my values?

## Delivering Feedback Process

Are you fearful of delivering feedback, and concerned about how the other person will receive it?

Great employees crave feedback because it helps them grow into the best version of themselves. According to PwC, 94% of employees would prefer their manager to address mistakes and opportunities to improve in real-time.

**Step 1:** Choose your Mindset

***Example: I choose to deliver feedback as if I am giving a gift, because I am!***

**Step 2:** Check your Intentions

Am I delivering this feedback for the benefit of myself exclusively or am I delivering this for the benefit of the other or both of us?

**Step 3:** Deliver the Message

1. Ask for the Conversation

2. Describe the Behavior

3. State the Impact

4. Ask for their Thoughts

5. Make a Suggestion or Request

6. Acknowledge the Awkward and Express Appreciation

**Create My Delivering Feedback Script and/or Talking Points**

## My Leadership Work, Gift of Giving & Receiving Feedback

You will define the “homework” for each workshop when you establish your leadership goal. Use this worksheet to capture your goals and journal your progress throughout the program.

|  |  |
| --- | --- |
| P161C1T1#yIS1 | In this workshop, I learned… |
| P166C3T1#yIS1 | Following this workshop, the things I want to discuss with my accountability partner are...… |
| P171C5T1#yIS1 | Based on these lessons, my leadership goal for the next two weeks is... |

# Workshop #8: Ruthless Prioritization in a 'Way Too Busy' World

As leaders, we must take ownership, responsibility, and accountability for moving our career forward and creating results for our organizations. With the advancements in technology, it seems like our plates are even fuller than they were before. So how do we create results in a world that is consistently challenging us to do more with less?

In this workshop, you’ll learn how to create a superior work product, with less effort and time, by prioritizing and fiercely guarding the “forward-moving” actions on your calendar. You’ll learn how to de-prioritize work that isn’t vital (right now!) and eliminate any non-sense work that is wasting your most valuable resource, your time.

**Tool: *Vital Few for My Leadership Future***

## Pre-Work Tracking for Workshop #8

Your pre-work prepares you for the upcoming workshop. Please remember to complete your pre-work for Workshop 8 at the following link: [CLICK HERE](https://www.surveymonkey.com/r/RISE2021_PreWork_8).

Due Date: Monday, May 31, 2021.

**For Your Records**:

Utilize this worksheet to track the answers to your pre-work so you can track your progress throughout the program.

1. On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to focus and execute on the top priorities to achieve your career goals.



1. If you could create your dream role right now that was guaranteed to generate the income you need, what would that dream job be (or look like)?
2. If you could wave a magic wand to make it come true, what would you like your “work life” to look like in 5 years?

## Vital Few Template

What is my ***Vital Few***?

My ***Vital Few*** are the prioritized actions that I commit to fiercely guard on my calendar because these are the critical priorities/actions required to move me toward my goals.

Follow the instructions below to uncover the “forward-moving” priorities/actions that you will commit to fiercely guard on your calendar.

Step 1: Articulate the Goal/Project.

*(i.e. Promotion for your career, Completing a Certification, Attaining a high-level degree, etc.)*

Step 2: Write down the top 6 Priorities/Tasks that are critical to reach the goal or execute on the project. Place each Priority/Task in one of the circles on page 10.

Step 3: Eliminate 2 priorities/actions to uncover the 4 most critical priorities/actions. Cross out the circles of the 2 eliminated priorities/actions.

Step 4: Compare each of the priorities to each other to determine which is the highest priority. Point the arrow toward the circle with the higher priority.

Step 5: Stack Rank the 4 priorities in order from highest to lowest. List the final 4 priorities/actions that you will time-block on your calendar, and fiercely guard, to achieve your goal/project.

Notes:

* The circle with the highest number of arrow heads is the highest priority.
* If there is a tie, the circle with the arrowhead is the tie breaker.

MY GOAL/PROJECT

|  |
| --- |
|  |

MY TOP 6 PRIORITIES/ACTIONS FOR THIS GOAL/PROJECT

MY VITAL FEW PRIORITIES

1.

2.

3.

4.

## Vital Few Template, Example.

MY GOAL/PROJECT

|  |
| --- |
| *Get into Law School, while keeping my current job, so I can become a lawyer, which is my dream job.*  |

MY TOP 6 PRIORITIES/ACTIONS FOR THIS GOAL/PROJECT

2

3

0

1

MY VITAL FEW PRIORITIES

1. *Study Weekly*

2. *Take Practice Exam*

3. *Apply to Law School*

4. *Go to Study Groups*

## My Leadership Work, Ruthless Prioritization in a 'Way Too Busy' World

You will define the “homework” for each workshop when you establish your BeSMART leadership goal. Use this worksheet to capture your goals and journal your progress throughout the program.

|  |  |
| --- | --- |
| P311C1T4#yIS1 | In this workshop, I learned… |
| P316C3T4#yIS1 | Following this workshop, the things I want to discuss with my accountability partner are...… |
| P321C5T4#yIS1 | Based on these lessons, my leadership goal for the next two weeks is... |

# Workshop #9: Positive Accountability Session 3

Positive Accountability Sessions (PAS) are group coaching sessions designed to support the integration of each lesson into your daily practice.  After practicing the mindsets, tools, and skillsets for several weeks, you’ll have the opportunity to review your progress, ask questions and receive on-the-spot coaching.

In this PAS, we will be reviewing the lessons from ***The Gift of Giving & Receiving Feedback*** and ***Ruthless Prioritization in a 'Way Too Busy' World.***

## Pre-Work Tracking for Workshop #9

Your pre-work prepares you for the upcoming workshop. Please remember to complete your pre-work for Workshop 9 at the following link: [CLICK HERE](https://www.surveymonkey.com/r/RISE2021_PreWork_9).

Due Date: Monday, June 14, 2021.

**For Your Records**:

Utilize this worksheet to track the answers to your pre-work so you can track your progress throughout the program. To achieve a state where we become BIGGER than our problems, we need to LEVEL UP! You have worked over the past month to grow your skills.

Re-rate yourself to acknowledge the personal growth you’ve created.

1. **The Gift of Giving & Receiving Feedback**

On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to ***deliver*** feedback to someone else.



On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to ***receive*** feedback from someone else.



1. **Ruthless Prioritization in a 'Way Too Busy' World**

On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to focus and execute on the top priorities to achieve your career goals.



## Positive Accountability Session Notes

As we review the past lessons and listen to the group coaching, use this sheet to capture your notes and new insights.

## My Leadership Work, Level-Up Goal Pod 3.

You will define the “homework” for each workshop when you establish your BeSMART leadership goal. Use this worksheet to capture your goals and journal your progress throughout the program.

NOTE: You created goals and worked on them over the past month. Now let’s take it to the next level. After reflecting on how much you have grown, your level-up goal defines where and how you are going to grow next?

POD 3: ***The Gift of Giving & Receiving Feedback*** + ***Ruthless Prioritization in a 'Way Too Busy' World.***

|  |  |
| --- | --- |
| P370C1T5#yIS1 | In this workshop, I learned… |
| P375C3T5#yIS1 | Following this workshop, the things I want to discuss with my accountability partner are...… |
| P380C5T5#yIS1 | Based on the past two lessons, my Level-Up goal is... |