Welcome!

Congratulations and welcome to the **2021 RISE Leadership Development Program**. Over this 6-month program, you will be inspired and empowered to grow into the best leadership version of yourself.

What to expect in the Program?

We designed this program to help you grow into the best leadership version of yourself, so you can achieve your wildest dreams.

Throughout the program, you will be guided through the following process:

1. **Workshop Participation:** Each workshop will be highly interactive. The more you participate in the discussions, exercises, and leadership work, the more you will gain for yourself.
2. **Individual Work:** At the conclusion of each workshop, you will self-assign a micro-goal to accomplish in the two weeks between each workshop to reinforce the lesson you learned.
3. **Special Project Work**: You will have the opportunity to integrate all the new mindsets, tools and best practices into your daily life through 4 special projects assigned throughout the program.

It is going to be an intense program which will require hard work, intention, and attention. What you put in, you will get out many times over, and when we’re done, we’ll celebrate the growth you created for yourself.

Make it a joyous and empowering experience,

Nicole Perrotta

Transformation, LLC

POD 1

Every pod contains 2 content-rich workshops and 1 positive accountability session.

The following are the descriptions for POD1 workshops:

[Workshop #1: Unique & Valuable You](https://www.surveymonkey.com/r/RISE2021_PreWork_1)

There are key principles all leaders must embrace and practice, that is a given.  One key to enjoying a long-lasting career, is being able to understand and succinctly articulate the ‘What’ that makes you unique and valuable; to answer the question, what talents, skills and value am I able to contribute to the organization that I choose.

In this workshop, we will work together to clarify your unique leadership values, identify your unique skills and experience, as well as learn a formula for creating powerful statements. You’ll be able to quickly and succinctly highlight your unique value, which you can share at anytime, anywhere as you pursue the next step in your career.

**Tools: *Leadership Legacy Statement Formula + Leadership Value Proposition Tool + Champion vs. Chump Exercise***

[Workshop #2: Setting Goals the BeSMART Way](https://www.surveymonkey.com/r/RISE2021_PreWork_2)

Goals set and measured generate results achieved and treasured. Leaders who create specific, and measurable, goals bound by time generate ten times (10x!) more results than leaders who do not.

In this workshop, we use the BeSMART method of establishing goals to propel our careers forward.  (Bold, exciting, Specific, Measurable, Actionable, Realistic, & Time-bound).

**Tool: *BeSMART Goal Template***

[Workshop #3: Positive Accountability Session 1](https://www.surveymonkey.com/r/RISE2021_PreWork_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 ***Unique & Valuable You*** and ***Setting Goals the BeSMART Way.***

NOTE: The link to the Pre-Work for each workshop is hyperlinked in the Workshop Title above.

Table of Contents

[Workshop 1: My Unique Leadership Value 4](#_Toc65055962)

[Rate My Skill 4](#_Toc65055963)

[Leadership Legacy Statement Formula 5](#_Toc65055964)

[Champion or Chump Exercise 8](#_Toc65055965)

[My Leadership Legacy Value Words 9](#_Toc65055966)

[Leadership Value Proposition (LVP) Formula 10](#_Toc65055967)

[My Leadership Work, Unique & Valuable You. 12](#_Toc65055968)

[Special Project 1: Accountability Partner 13](#_Toc65055969)

[Accountability Partner Guideline 14](#_Toc65055970)

[Accountability Partnership Questions 15](#_Toc65055971)

[Workshop 2: Setting BeSMART Goals 16](#_Toc65055972)

[Rate My Skill 16](#_Toc65055973)

[BeSMART Goal Worksheet 17](#_Toc65055974)

[My Leadership Work, BeSMART Goals. 19](#_Toc65055975)

[Positive Accountability Session 1 20](#_Toc65055976)

[Rate My Skills Now! 20](#_Toc65055977)

[Positive Accountability Session Notes 21](#_Toc65055978)

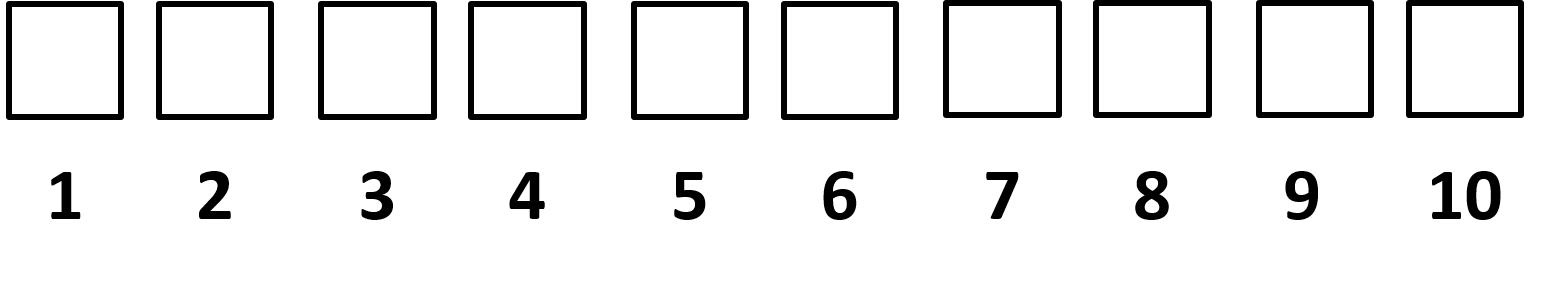
[My Leadership Work, Level-Up Goal Pod 1. 22](#_Toc65055979)

# Workshop 1: My Unique Leadership Value

While there are key principles all leaders should embrace and practice, we also need to recognize that our personal leadership style is strong, unique, and valuable. This workshop will empower you to identify and clarify your leadership style.

## Rate My Skill

On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to intentionally live into your ***unique leadership value*** daily.



## Leadership Legacy Statement Formula

Create a single statement that articulates your mission in life as a leader. This statement captures your unique values that forward your purpose and acts as a guiding star to establish your personal leadership legacy.

Three Components

**VALUES:** Choose three value words that will define your legacy as a leader. Refer to page 6 and 7 to establish your leadership value words.

**PURPOSE:** Based on your unique skills, talents, and experiences, describe your purpose in the world.

**AUDIENCE:** Identify the audience that your purpose serves.

Formula

I am a (*insert three legacy leadership value words*) leader committed to (*insert your purpose in life as a leader*) for (*insert description of the audience you serve*).

Leadership Legacy Statement, Nicole.

Create a single statement that articulates your mission in life as a leader. This statement captures your unique values that forward your purpose and acts as a guiding star to establish your personal leadership legacy.

Three Components

**VALUES:** Choose three value words that will define your legacy as a leader.

Three leadership legacy words: empowering, inspiring, visionary

**PURPOSE:** Based on your unique skills, talents, and experiences, describe your purpose in the world.

**Purpose in life**: To leave the room better than before I entered.

**How will I do that for my audience as a leader?** By shining a light on others’ greatness

**AUDIENCE:** Identify the audience that your purpose serves.

**Audience my purpose serves:** Anyone who crosses my path.

Formula

*I am an empowering, inspiring, and visionary leader committed to shining a light on the strengths, capabilities and greatness of anyone who crosses my path.*

Leadership Legacy Statement, Jonny.

Create a single statement that articulates your mission in life as a leader. This statement captures your unique values that forward your purpose and acts as a guiding star to establish your personal leadership legacy.

Three Components

**VALUES:** Choose three value words that will define your legacy as a leader.

**Three leadership legacy words**: authentic, motivating, fearless.

**PURPOSE:** Based on your unique skills, talents, and experiences, describe your purpose in the world.

**Purpose in life**: To share my journey to self-worth so others can break free of anxiety, fear, and depression.

**How will I do that for my audience as a leader?** By using my gift of speaking authentically and connecting with an audience.

**AUDIENCE:** Identify the audience that your purpose serves.

**Audience my purpose serves**: People around the world.

Formula

*I am an authentic, motivating, and fearless leader committed to using my gifts as a speaker to improve the self-worth of people around the world.*

## Champion or Chump Exercise

As you think about your past work experiences, when did you feel like a champion and when did you feel like a chump? Think about specific actions your boss took that contributed to your sense of importance or your lack of it.

Some “**champion**” examples might be:

He invited me to the morning meeting

She told me about the increased load before I heard it from the grapevine

She always makes eye contact with me at the staff meeting

He told the big boss about my work

Some “**chump**” examples might be:

She never looks at me in a meeting but addresses everyone else with eye contact.

He didn’t tell me there was a major lay-off coming; I learned it from the janitor.

She never asks me about my projects or tasks until the end of the meeting.

When I suggested an improvement, he quickly said “no way, we have other priorities”

|  |  |
| --- | --- |
| **CHAMPION** | **CHUMP** |
|  |  |

## My Leadership Legacy Value Words

Based on the characteristics you value in a leader, choose three value words that will define your legacy as a leader. Think about the words you would like those you lead to use to describe you after you retire.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leadership Value Words, examples

Above Standards

Accommodating

Accountable

Adaptable

Advocate

Alert

Approachable

Authentic

Aware

Bold Brave

Candid

Careful

Caring

Challenging

Charismatic

Clear

Collaborate

Communicative

Compassionate

Considerate

Courageous

Creative

Credible

Customer-focus

Decisive

Dedicated

Empowering

Encouraging

Engaged

Ethical

Exceed Expectations

Extra Mile

Fearless

Focused

Forward-Thinking

Goal Oriented

Gracious

Honest

Humble

Ideal

Inclusive

Influential

Inspiring

Intuitive

Knowledgeable

Leading the Way

Loyal

Mindful

Moral

Motivating

Objective

Open

Original

Passionate

Pleasant

Priceless

Pro-Active

Problem Solver

Raise the Bar

## Leadership Value Proposition (LVP) Formula

Use the formula below to create a leadership value proposition – a powerful, concise statement that influences.

Three Components

**AUDIENCE:** Identify the audience that you want to influence.

**VALUE:** Articulate the unique value that you provide in the situation. The value must be specific and relevant to the situation and the audience.

**PROOF:** Through either numbers or examples, prove the unique value.

My LVP: My VALUE + My PROOF relevant to My AUDIENCE

Leadership Value Proposition (LVP), Example

Suzy would like to be chosen as the Membership Chair for a local volunteer organization. She is meeting with the local chapter president to request that she be considered in the upcoming vote for Membership Chair.

Three Components

**AUDIENCE:** Identify the audience that you want to influence.

The audience in this situation: President of local volunteer organization chapter.

**VALUE:** Articulate the unique value that you provide in the situation. The value must be specific and relevant to the situation and the audience.

* I am highly networked with many people who have the same passion for supporting the community as I do.
* I make friends easily because I enjoy connecting with new people and uncovering what we have in common.
* I am a natural recruiter.

**PROOF:** Through either numbers or examples, prove the unique value.

* Increased membership from 100 members to 124 🡪 24%
* 575 contacts on Linked In
* Connected with 10 Community Non-Profits in the Austin area

My VALUE + My PROOF relevant to My AUDIENCE

Suzy’s LVP: *I am a highly networked leader in the community and was able to increase membership by 24% at the last non-profit I supported.*

## My Leadership Work, Unique & Valuable You.

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.

|  |  |
| --- | --- |
| Icon  Description automatically generated | In this workshop, I learned… |
|  | Following this workshop, the things I want to discuss with my accountability partner are...… |
|  | Based on these lessons, my leadership goal for the next two weeks is... |

# Special Project 1: Accountability Partner

Accountability is a critical, and often missing, skill for leaders. You must be able to hold yourself accountable first and then hold others accountable to the goals, actions, and commitments they have made. In the special project, you will discover the critical components of holding yourself and others accountable in a positive, uplifting, and impactful way.

**Step 1:** Reach out to your assigned Accountability Partner (AP) this week to schedule the first meeting.

**Step 2:** First Meeting Suggested Agenda

* Share your 3 Leadership Legacy Words + Statement.
* Discuss your goals for the **RISE** program.
* Calendar your regular meeting cadence. (We suggest meeting bi-weekly)

**Step 3:** Enjoy the support of the partnership that is budding through this program.

## Accountability Partner Guideline

Bring an Attitude of Service

* Support your partner's goals with enthusiasm.
* Encourage your partner to execute on their action plan to hit their goal.
* Listen to your partner to gain understanding.
* Support your partner with words, questions & feedback, but don’t do their work for them. Remember, it is their goal to hit, not yours.

Replace Judgment with Curiosity

* Focus positively on your partner’s successes and goals.
* Refuse to accept excuses, in a positive way.
* Expect lots of success along with a few reasonable failures.
* Ask questions to seek understanding so your partner can learn from failures.
* Reconnect your partner with their “why” when your partner faces challenges.

Meet Consistently

* Be trustworthy. Meet when you say you are going to meet, do what you say you are going to do.
* Avoid complacency. Prioritize these meetings as if attaining your goals depended on it ... because it does!
* Be honest and clean up your messes. If you miss a meeting, disengage, or make a mistake, practice your crucial communication tools.
* Arrive to each meeting on-time, be prepared to share your goals, accomplishments & challenges and be ready to ask powerful questions to help your partner hit their goals.

## Accountability Partnership Questions

Your goal is to ask POWERFUL questions to help them achieve their goals and objectives. Not sure what to say while meeting with your AP? Below are questions to consider.

Evaluation Since Last Meeting

* What was your biggest win? How did you get there? What will you do to repeat this success?
* Can you write an affirmation to support you in making this win happen again?
* What got in your way? How can you make this a win?
* What support do you need to help you move forward in this area?
* What is the most important thing you learned about yourself this week?

Leveling-Up Goals

* What can you work on this week that will make the biggest impact in your life?
* Evaluate the goal via BeSMART.
* Is it Bold & exciting? Can you make it more Specific? How will you Measure it? What Action will help you? Is it Realistic? What is the Time frame?
* What’s the next step? When will you take it?
* What actions that created success are you willing to repeat?
* What are you going to let go of?
* What support do you need to help you move forward in this area?
* How are you going to get this support?

When Your Partner is Stuck

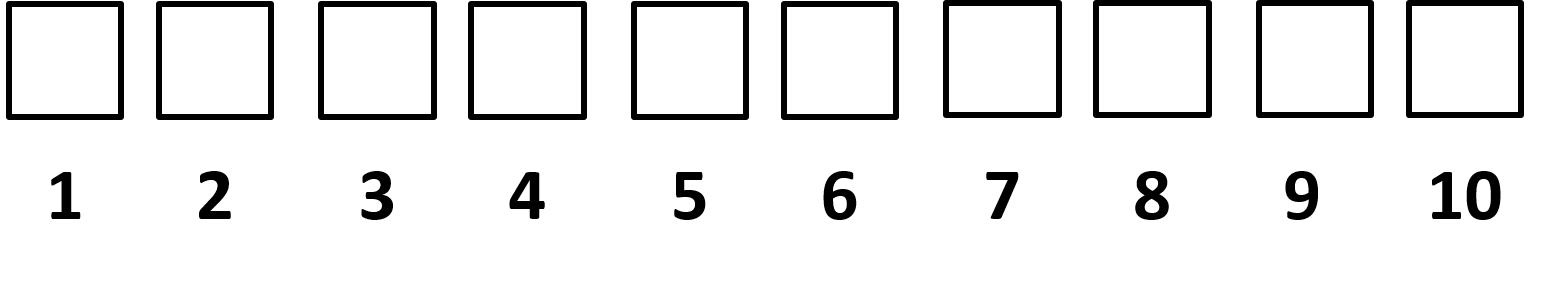
* What are you doing to enjoy life?
* What new stressors are entering your life?
* Who or what is getting too much airtime in your thoughts right now?
* What excited you about establishing this goal when you set it?

# Workshop 2: Setting BeSMART Goals

Goals set and measured generate results achieved and treasured. In fact, statistics show that leaders who explicitly state their goals are ten times more likely to achieve their goals than those who don't. In this workshop, you will learn how to establish goals that are tied to your higher purpose and that meet the BeSMART criteria (Bold, exciting, Specific, Measurable, Actionable, Realistic, & Time-bound).

## Rate My Skill

On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to set a goal that excites and motivates you to achieve it.



## BeSMART Goal Worksheet

**Goal**:

**Purpose**:

|  |  |  |
| --- | --- | --- |
| Is it...? | Yes/No? | If no, create adjustment. |
| BOLD & exciting |  |  |
| SPECIFIC |  |  |
| MEASURABLE |  |  |
| ACTIONABLE |  |  |
| REALISTIC |  |  |
| TIMEBOUND |  |  |

**BeSMART GOAL**:

BeSMART Goal Worksheet, example.

**Goal**: Become Bi-Lingual

**Purpose**: Travel & experience other cultures

|  |  |  |
| --- | --- | --- |
| Is it...? | Yes/No? | If no, create adjustment. |
| BOLD & exciting | Yep! | N/A |
| SPECIFIC | Not yet | **Italian** |
| MEASURABLE | No | **When I can get around Italy w/o a translator** |
| ACTIONABLE | No | **By practicing daily** |
| REALISTIC | Yes | N/A |
| TIMEBOUND | Not yet | **By summer of 2023** |

**BeSMART GOAL:** *I will practice speaking Italian daily, so I am fluent enough to summer in Italy in 2023 so I can enjoy experiencing other cultures.*

## My Leadership Work, BeSMART Goals.

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.

|  |  |
| --- | --- |
| Icon  Description automatically generated | In this workshop, I learned… |
|  | Following this workshop, the things I want to discuss with my accountability partner are...… |
|  | Based on these lessons, my BeSMART goal for the **RISE** Program is... |

# Positive Accountability Session 1

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.

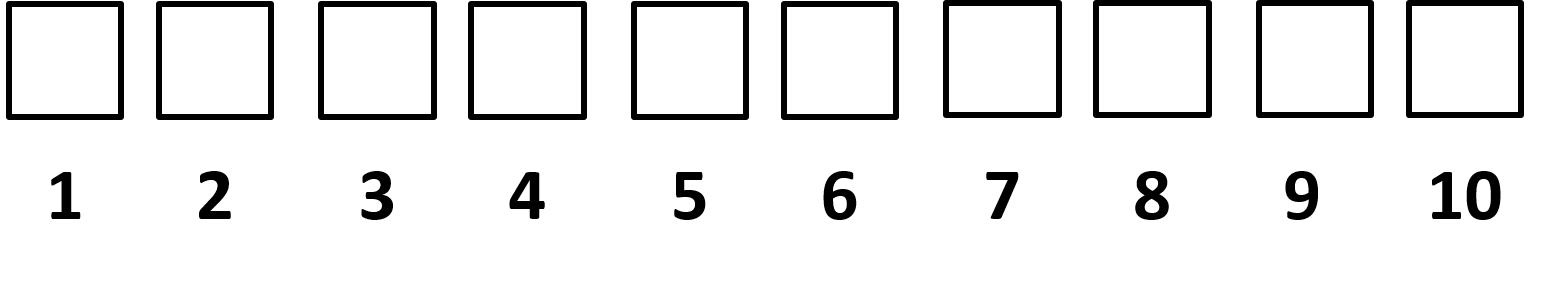
In this PAS, we will be reviewing the lessons from ***Unique & Valuable You*** and ***Setting Goals the BeSMART Way.***

## Rate My Skills Now!

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.

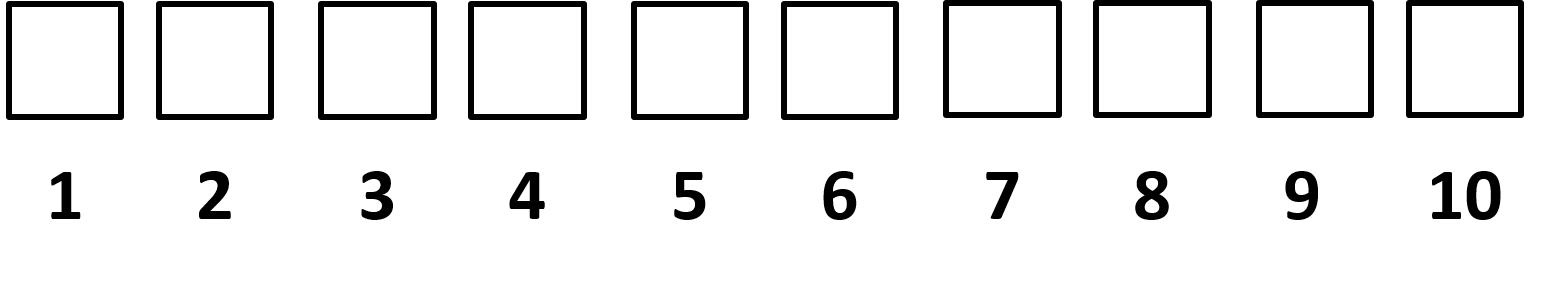
**Unique & Valuable You**

On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to intentionally live into your unique leadership value daily.



**Setting Goals the BeSMART Way**

On a scale of 1 - 10 (1 being the least able and 10 being the most able), score your ability to set a goal that excites and motivates you to achieve it.



## 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 1.

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 1: ***Unique & Valuable You*** + ***Setting Goals the BeSMART Way***.

|  |  |
| --- | --- |
| Icon  Description automatically generated | In this workshop, I learned… |
|  | Following this workshop, the things I want to discuss with my accountability partner are...… |
|  | Based on the past two lessons, my Level-Up goal is... |