Discussion Planner

YOUR FIRST LEADERSHIP JOB
How Catalyst Leaders Bring Out the Best in Others
TACY M. BYHAM & RICHARD S. WELLINS

www.YourFirstLeadershipJob.com
#YourFirstLeadershipJob
Your First Leadership Job

Introduction

BECOMING THE VERY BEST FIRST-TIME LEADER

Congratulations! You’re now in charge. Perhaps it’s your first time as a leader, or maybe you want to fine-tune your skills. Either way, you’ve begun one of the most rewarding chapters of your career. But, like many beginnings, the first few years can be challenging. Fortunately, you don’t have to tackle this challenge on your own. Your First Leadership Job gives you practical advice straight from others who have walked in your shoes. Not only does it include dozens of tools to ensure your success, it’s also based on the authors’ and DDI’s extensive experience and research, which ultimately have led to the development of millions of leaders around the world. In fact, a quarter-million leaders will be developed this year alone via DDI training.

Your First Leadership Job is divided into two sections. Part 1 introduces the concept of catalyst leader—one who sparks energy, passion, and commitment in others. Your transition to catalyst leader is a major step in your leadership journey. This book provides essential tips to put you on the catalyst path. Ultimately, leadership is about the many conversations—frequent, clear, authentic, and occasionally difficult—that you will have daily. Your First Leadership Job builds awareness of the fundamental skills you’ll come to rely on to make every one of these interactions successful.

Part 2 devotes 13 chapters to critical core leadership competencies, including coaching for success, hiring the best employees, turning dreaded appraisals into discussions that propel performance, and handling difficult employees. It also includes a chapter for first-time female leaders.

Look at Your First Leadership Job as an indispensable companion to becoming an awesome leader—one who will make a positive, lasting impact on your team, family, and career. Visit www.YourFirstLeadershipJob.com to learn more.

TACY M. BYHAM, Ph.D., is the CEO of Development Dimensions International (DDI). Tacy has worked with dozens of global organizations, creating custom solutions to improve their leaders’ performance. She believes that better leadership is not only about the workplace, but also about better communities and, ultimately, a better world.

RICHARD S. WELLINS, Ph.D., is a global expert in leadership development. Your First Leadership Job is Rich’s fifth book on talent management, including the best-seller, Empowered Teams. His research has been featured in Fortune, Business Week, CNBC, NPR, BBC, and Forbes.
Discussion Planner

Discussion with __________________________ Date ____________
Topic/Issue to discuss __________________________________________

Key Principles (to meet personal needs)

- Esteem
  - Be specific and sincere
- Empathy
  - Describe facts and feelings
- Involvement
  - Unleash ideas with questions
- Share
  - Disclose feelings and insights to build trust
- Support
  - Specify the level of support you'll provide

My Approach

- What are my objectives for this discussion?
- How will I know I've accomplished these objectives?
- What personal needs of the person/team do I need to consider?

Interaction Guidelines (to meet practical needs)

Time

- OPEN
  - Describe purpose of discussion
  - Identify importance
  - Make procedural suggestions
  - Check for understanding

- CLARIFY
  - Seek and share information about the situation
  - Seek issues and concerns
  - Make procedural suggestions
  - Check for understanding
Discussion Planner (cont’d)

Interaction Guidelines (to meet practical needs)

Time

3. DEVELOP
- Seek and discuss ideas
- Explore needed resources/support

4. AGREE
- Specify actions, including contingency plans
- Confirm how to track progress and measure results

5. CLOSE
- Highlight important features of plans
- Confirm confidence and commitment

Post-Discussion Notes

- What did I say or do to use the skills effectively?
- What could I say or do to use the skills more effectively next time?