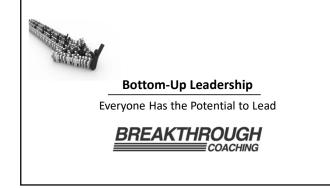
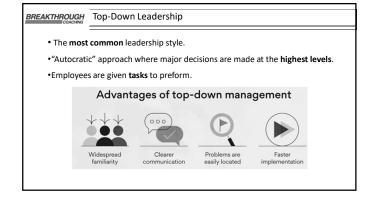
BREAKTHROUGH

•CA presentation 1: Team Leadership Builds a Strong Foundation

•Leadership is the foundation of any successful practice. Develop all staff members Into Innovative *Leaders* and Transform the practice. Motivate & Inspire Your Team to be more effective, efficient, and have more fun in the practice.



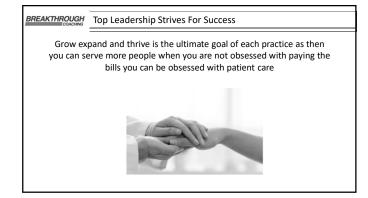


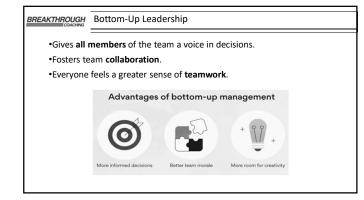
BREAKTHROUGH Why Use Top-Down Leadership Approach?

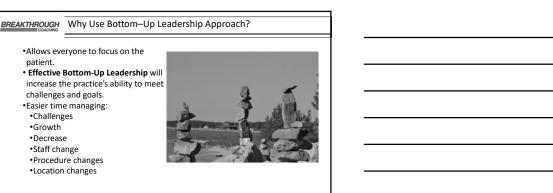
- •Focus on the health and structure of the business.
- Effective Top-Down Leadership will focus on structure growth and big changes:
- •Vision
- Mission
- •Core Values
- •Essentially a CEO

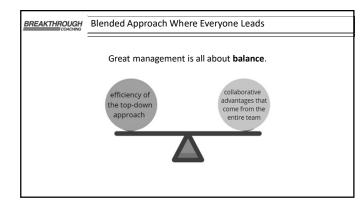


Establish The Practice's Road Map •For a business to grow, expand and thrive an effective CEO must • To give direction • A business needs direction in the sense of a goal or a big picture. • Centers everyone on a common goal • Creates focus • To establish the "feel" of the business • What do employees feel when they come through the door? • What do patient feel when they come through the door? • To keep the company cohesive • Keep the focus • Maintain the feel

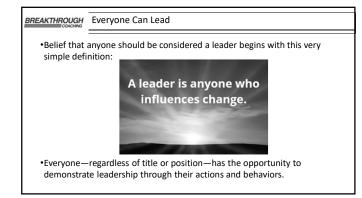


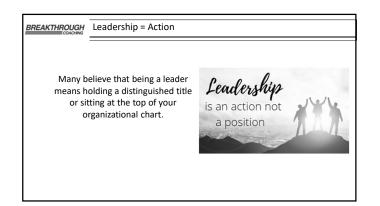


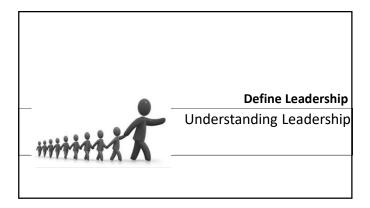




3







BREAKTHROUGH Leadership

Is a Relationship.

•1-to-Many •1-to-1

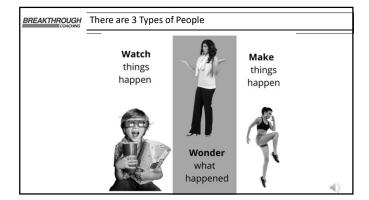
•Is Everyone's Business.

•Everyone can learn to be a great leader! •Is a set of skills and abilities.

•These can be taught or be a natural talent.

•Starts with you!





BREAKTHROUGH Leadership: Skills or Talent?

•Definition of Leadership:

•The act of leading a group of people or an organization.

•Moving Deeper:

• It is the art of motivating towards a common goal.

•Some are born with the natural ability or skills to be a good leader.

•Others must develop it.

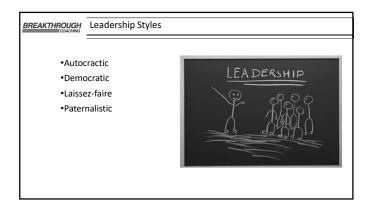
•Some naturally pull to one type of leadership style but may need to develop all styles to be the most effective leader.



BREAKTHROUGH What Does a Leader Influence?

- •For good or bad, they influence:
- •Day-to-day Operations
- •Patient Experience
- Staff Experience
- •Effectiveness and Efficiency
- •Procedures
- •Overall Success





BREAKTHROUGH Autocratic Leadership Style

•One person controls all the decisions.

•Takes very little input or suggestions from others.

•Does not ask others for advice.

•Makes decisions based on their own beliefs

•Cons

People don't feel valued

They tend to bark orders

•Pros

•Decisions are made very quickly



BREAKTHROUGH Democratic Leadership Style

- •AKA Participative Leadership •Letting multiple people participate in the decisionmaking process.
- •One person may lead discussion but input from all is encouraged.
- Pros
- All opinions are valued
- Teamwork approach
- •Solutions are made by the person who in the middle of the problem •Cons
- •Decisions can often take a long time



BREAKTHROUGH Laissez- faire Leadership Style

•Have an attitude of trust and reliance on their employees.

Uninvolved

•Very little or no instruction or guidance.

•Pros

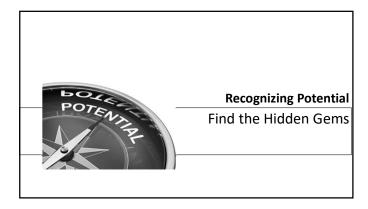
- •Employees do not feel micro managed •Cons
- •Employees are not managed or feel ignored •No real organization or structure

BREAKTHROUGH Paternalistic Leadership Styles



•Dominant, assertive figure operates as the matriarch/patriarch. •Earns them a high level of trust and loyalty. •Fosters a friendly work atmosphere, where employees see their coworkers as family. •Pros •Very supportive environment •Cons It's exhausting







EREAKTHROUGHThe Potential to Lead? •Who has potential to lead? •Everyone! •Most people have the potential to be a leader. •Potential: Showing capacity to become or develop something in future. •A leader is anyone who influences change. •Be careful change can be positive or negative. •Anti Leader

8

BREAKTHROUGH Lead vs Leadership

•There is a difference between those who want to lead and those who want to be a leader.

Wanting to lead means:

Wanting to being in charge

Wanting the spotlight

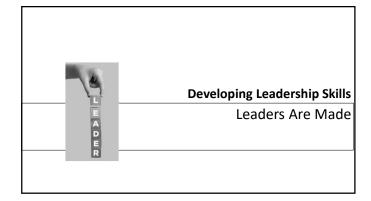
- •Have a sense of ownership & accomplishment
- •Maybe getting credit for the job getting done right • Being a leader means:
 - being a leader means
- Mentoring others
- Working as group
- •The team getting credit for the getting the job done right



Leaders are:

- 1. Self Aware
- 2. Focused on helping others
- 3. Focused on motivating & encouraging
- 4. Have excellent communication skills
- 5. Personable
- 6. Solution Focused
- 7. Responsible







BREAKTHROUGH Experts Say: #1 Leaders Are Self Aware



"I always did something I was a little not ready to do. I think that's how you grow. When there's that moment of 'Wow, I'm not really sure I can do this,' and you push through those moments, that's when you have a breakthrough." -Marissa Mayer, Yahoo!.



"I am who I am, and I'm focused

on that, and being a great CEO of Apple."



BREAKTHROUGH 1. Leaders Are Self Aware

•They Focus on **personal development** •Embrace their **strengths &**

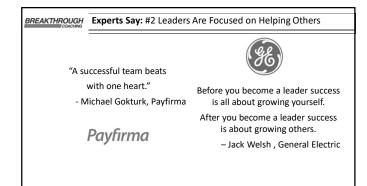
weakness

•Set and achieve personal goals

•Keep their **personal life** at home •Are looking for ways to improve

every day





BREAKTHROUGH 2. Leaders Are Focused on Helping Others

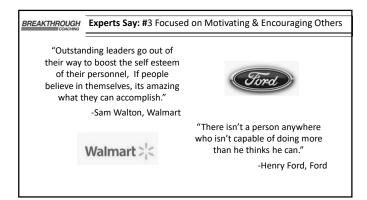
•They **build trust** in relationships.

•Mentor others.

•Develop skills for dealing with conflict.

•They need to solve problems and become great troubleshooters.





BREAKTHROUGH 3. Focused on Motivating & Encouraging Others •Help create a culture of Accountability & Success •A true leader should positively influence people •Encourage •Encourages professional growth Act as your team's cheerleader Teach •Teach instead of giving orders •Show others what is required, rather than simply telling them Delegate: A successful leader doesn't micromanage. • Trust but verify.

 Establishing clarity of roles, responsibilities, & deadlines are critical to delegating.



BREAKTHROUGH 3. Focused on Motivating & Encouraging Others

Training is an art form

•Important part of teaching is showing others what they are doing right and wrong so they can improve

- •Use "Cookie" corrections
- •What you do great #1
- •What you can improve

•What you do great #2





- Kip Tindell, Container Store

BREAKTHROUGH 4. Leaders Have Excellent Communication Skills

- Effective communication is critical. Good intentions are not enough.
- The failure to communicate is the most common grudge people hold.
- Choose words wisely:
- Words have an incredible power to motivate & inspire.
- But they can also cut and belittle. Words must be chosen very carefully.
- Get your message down.
- Clear & concise messages
- Concentrate on telling people only what they need to know, not everything you want them to know.
- Find an emotional hook by telling a story or using an example.

BREAKTHROUGH 4. Leaders Have Excellent Communication Skills

 Displaying strong leadership communication skills can foster trust, instill motivation and help team members be as productive as possible
 The ability to communicate with people

in the practice and outside the practice is crucial. •Communication is more than words:

•Listen to Understand

•Delivery Methods

•Tone



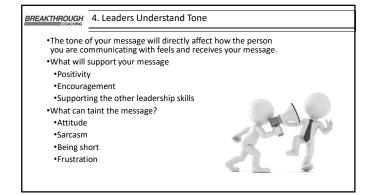
EREAKTHROUGH
4. Leaders Listen to Understand
Effective communication must start with listening
Not only listening but listening to understand
Engaging in a dialog with team members is an opportunity for clarity
Learning to listen is not simply keeping quiet while others talk.
It is comprehending what is being said, assessing the value and responding accordingly.

BREAKTHROUGH 4. Leaders Understand Delivery Methods

• Delivery of your message:

- Decide when you will make a phone call and when a face-to-face meeting would be more effective.
- Send an email message to inform, not to persuade.
- Use text messaging and social media appropriately.
- Be careful of tone.
- Remember don't for get to **listen** before you communicate.





BREAKTHROUGH	Experts Say: #5 Leader are Personable						
	"I never set out to be CEO. I always set out to be a good team member, a good colleague."						
	-John Stumpf, Wells Fargo.						
	FARGO						

BREAKTHROUGH	5. Leaders are Personable
• How do	you WANT to be known?
• What	will be your reputation as a person?
 What do 	es it take to have the personality of a good leader?
 Positiv 	ity
 Posi 	tivity is the guiding force behind a great team and overall success.
Confid	ence
 Ther an e 	re is a big difference in being confident in what you are doing and having go.
• Arro	gance is truly the sign of insecurity.
Charis	ma

Optimism



BREAKTHROUGH 5. Personable Leaders are Positive

•Keep a positive attitude.

•As much as leaders wish their team's day-to-day operations could run smoothly all the time, they're bound to run into the occasional obstacle.

•The way you handle a negative situation says a lot about your leadership skills.



BREAKTHROUGH Experts Say: #5 Personable Leaders Connect

Positivity Builds Connection

•Connect with your team members.

•Leadership requires a mutual sense of trust and understanding

 "More human" leader requires positivity, purpose, empathy, compassion, humility and love. These key traits will put you on the road to genuine connections with the members of your team."



-Terry "Starbucker" St. Marie, leadership writer

BREAKTHROUGH #5 Personable Leaders Avoid Complaining

Repetitive complaining will attract things to complain about.
Do you ever find that when someone complains its like a oneup contest to see who has the worst thing to complain about?





6. Leaders are Solution Focused The solutions-oriented leader focus is spent on developing action steps towards solutions The solutions-oriented questions: What do we do to fix it? What happened so we can prevent it from happening again? What system did not work or was not followed? Why?

16

BREAKTHROUGH 6. How to Focus on Solutions

•How

- •Look for the possible outcomes •Don't allow yourself to become emotionally involved in a problem
- •Don't get upset or grow resentful •Think strategically
- •No excuses
- •Avoid problem oriented questions •No complaining
- •The only way to get rid of a problem is to solve it



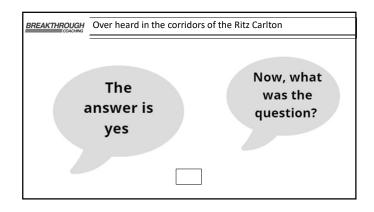
6. Solution Focused Leaders are Positive •Solution Focused is Positive focused The more you look at the positives in a problem, the more positively people react with one another." -Robert Mann, Leadership author ORDERT LIMMEN

BREAKTHROUGH 6. Leaders are Solution Focused

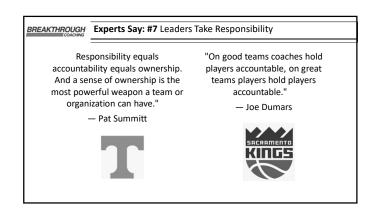
•Focusing on solutions, rather than problems, can help your team maintain positive engagement.

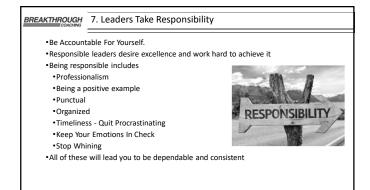
"A positive environment is more likely to create a more engaged and productive workforce. By displaying enthusiasm and confidence, a good leader will see the impact that they can have in their working environment."

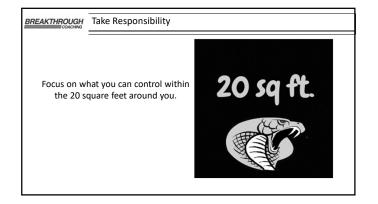












2	Be the Leader
Ά	Look for Ways to be a Leader

BREAKTHROUGH Behaviors	s of Leaders		
•Leadership isn't all abo	out traits or habits, it's abo	out behavior.	
•Be Proactive	•Be Approachable		
•Be Prepared	•Be Moving Towards A G	Common Goal	
•Be Organized	•Be Consistent	1 a contractor	
•Be Nurturing	•Be Humble		
•Be Culture Focused	•Be A Team	ACTIONS S.P.E.A.K	
•Be A Solution		LOUDER	
•Bees are busy always moving!		WORDS	

BREAKTHROUGH Be Proactive

•Anticipate needs.

•Don't wait for things to happen; instead, anticipate them.

•Look around. What needs to be done? Lead that effort.

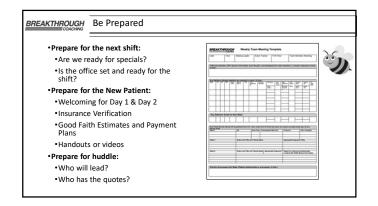
•Answer questions before they are questions. See something do something.

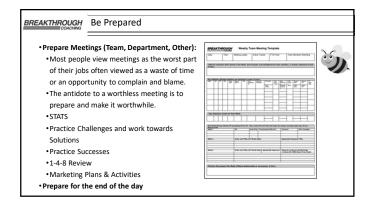
Have the answers.

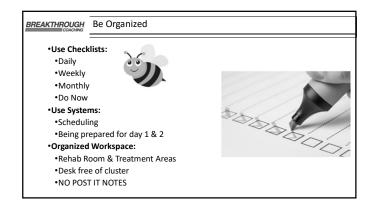
•True leaders can think on their feet and enact spontaneous solutions to issues usually because you already know the answer.

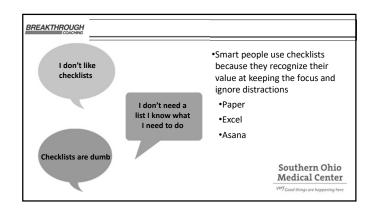
•Disney and Ritz Carlton employees do this.

- •Hold huddles beginning of each shift.
- Look for roadblocks in the schedule and prepare solution ahead of time.
- •Inspire the team for the day or shift.
- •Center the team for a common purpose.











- •A good leader nurtures others to be successful and unlocks their full potential.
- How do we speak when we train others?
- How do we correct fellow employees?
- •What do we do when mistakes are made?
- •Mentor, coach or assist in someone else's development

Nurture Patients Too!

How do we speak to patients?

Nurturing environments are filled with an authentic sense of **compassion and empathy**, and people genuinely feel cared about and supported.



BREAKTHROUGH Be Culture Focused

•Eliminate Culture Killers:

•As a leader, you are the designated dragon slayer!

- •Eliminate Disruptive Behavior:
- •Loud & obnoxious is funny at a party or on a TV reality show but not in the workplace.
- •Unfortunately, managing disruptive behavior is a big part of the leader's job. •Disruptive behavior can be:
- •Done on purpose to be disruptive
- •Part of their personality. Maybe they very sarcastic or funny.
- •Or just by accident.

•Eliminate Gossip:

- •A good leader is committed to making your office a no gossip zone.
- •Focus on only positive comments. Remember corrections can be positive.

•Gossip often equals complaining. •Eliminate Distractions ive.

BREAKTHROUGH Be a Solution

•Manage & Solve Conflict:

•Most of us will try avoid conflict but we all know that just can not happen.

•Conflict will happen with staff and with patients.

 You can not ignore conflict is must be solved chronic, unresolved conflict will drive your best people away. Since you cannot avoid conflict, your only choices are to manage it well or manage it poorly

•Speak Up:

 As the saying goes, "See something say something!" If something is amiss, don't look the other way.

•If a problem is unknown or swept under rug it can not be manage or solved.

Volunteer:

Go above and beyond.

• If it needs to be done, do it!



BE Approachable •When you are approachable: •People feel at ease. •People feel comfortable. •Sense of community. •Open Door Policy: •Staff should feel like they can come to admin or owners when needed. •Front Desk Should not have a physical or invisible barrier.

BREAKTHROUGH Be Customer Focused



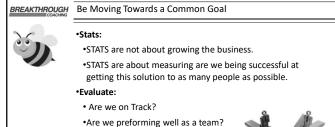
•"We see our customers as invited guests to a party, and we are the hosts. It's our job every day to make every important aspect of the customer experience a little bit better." —Jeff Bezos, Amazon.

•All Departments be laser-focused on the patients.

•In the end everything we do is about getting patients to call, schedule, and come to the office and come back.

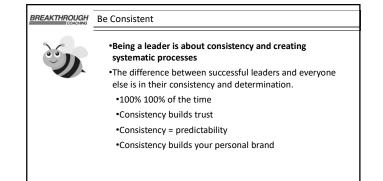
•Why?

•We have a solution to a problem they have. If they don't come to the office we can not provide this solution.



•What can each of us do to realign?





BREAKTHROUGH Be Humble

• How to humility as a leader

• Being a great leader doesn't mean you have to be a hero.

It is not a 1 man show
Take ownership of your mistakes and shortcomings

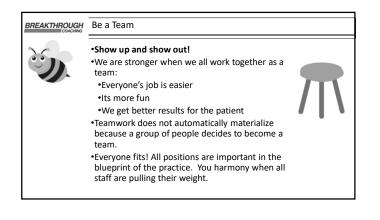
•Be supportive

•Be the first to take responsibility and last to take credit

Humility is about minimizing the self and maximizing the bigger purpose you represent. When you
think about humility in that way, it becomes a vital competency in leadership because it takes the
focus from the 'i' to 'We.'

• Remember - There is no "I" in team.

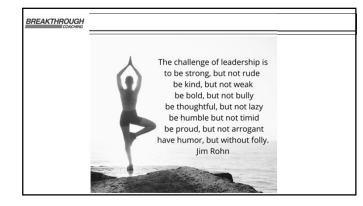
"We all say we want team players, but many leaders forget to act as part of the team. -Larry M. Elkin, founder of Palisades Hudson Financial

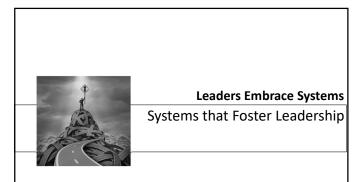


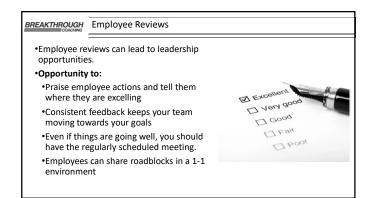
BREAKTHROUGH Most Important Team Member

While seeking to encourage hotel managers to be highly effective leaders, the people I most wanted to reach out to were those who wash the laundry, deliver room service, maintain the boilers, and clean the guest rooms. Without them, we would not be the award wining hotel company we are – a company consistently recognized for service excellence and unmatched quality.









BREAKTHROUGH Set Clear Goals & Expectations

•Goals & expectations are key to employee success.

•Don't let team member goals go static. •Periodically revisit goals to modify or rearrange them as needed.

•Regardless of job title every employee should be able to articulate how the work they do supports the success of the practice.



BREAKTHROUGH I Caught Someone Doing Something Right

"Positive recognition will create an environment of productivity," said Shah. "Acknowledging successes by outlining how it impacts the business, rather than with vague pats on the back, is not only encouraging but also helps a person work better in the long run."



BREAKTHROUGH Team Meetings

Review

•STATS

- •1-4-8 review
- Practice successes Practice challenges
- •This is an open meeting for Democratic Leadership to do its job.
- •Problem solve the challenges •Celebrate the success
- Reach Goals
- •Bond as a team



BREAKTHROUGH Circle Activity

•Try 1

•Circle up

•Toss the ball and try not to drop it

- •Add more balls •Come back discussion
- How did it workWhat went wrong
- •What worked well
- •Problem solve how can we make this better



BREAKTHROUGH Circle Activity

•Try 2

- Assign everyone an number
- •#1 throws to #2, #2 throws to #3 •Etc

•Come back discussion



•What went wrong

•What worked well

•Problem solve how can we make this better

BREAKTHROUGH Circle Activity Discussion

•Did the activity work better when some one became a leader?

•Did your group have an instigator or someone who was purposefully making it hard to be successful?

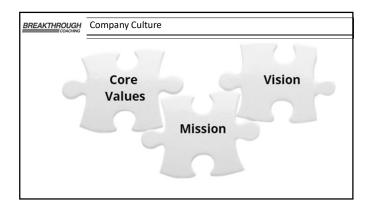
•What happened when a leader stepped up?

•What happened when we put the system in? •Was there anyone who was working really

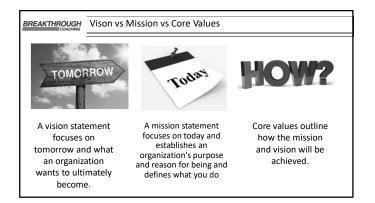
hard for the group to be successful?









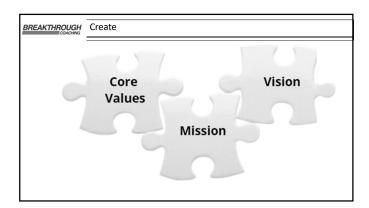


BREAKTHROUGH Create the Team's Paybook

Vision, Mission & Core Values

- 1. Create
- 2. Communicate
- It's not enough for successful leaders to simply have a clear vision.
- •A true leader must communicate that vision and those goals to employees, investors and customers.
- Without a clear sense of goals, it is easy for everyone involved to lose sight of the larger picture and get lost in the details.

- 3. Act
- •Leadership is about turning a vision into reality



BREAKTHROUGH	Creating a Vision Statement			
Vision	 A vision statement Describes what your business aims to achieve long term. I It's a future-focused concept 			
	 Invokes a picture of the ideal state of the world after your company has made its impact. 	T		

BREAKTHROUGH Successful Vision Statement = Future



Starbucks Vison Statement

"To establish Starbucks as the premier purveyor of the finest coffee in the world while maintaining our uncompromising principles while we grow."

BREAKTHROUGH Creating Mission Statement

A mission statement

•Is a single sentence describing the purpose of your company's existence.



your vision statement a reality. •Is an easy-to-understand sentence inspires

•Demonstrates how you're making

•Is a fundamental blueprint

BREAKTHROUGH Successful Vision Statement = Present



Our Mission:

to inspire and nurture the human spirit – one person, one cup, and one neighborhood at a time

BREAKTHROUGH Mission Statement

COACHING

Amazon Mission Statement "We strive to offer our customers the lowest possible prices, the best available selection and the utmost convenience."



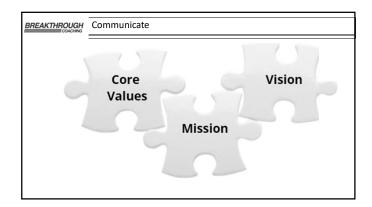
NIKE

Nike Mission Statement

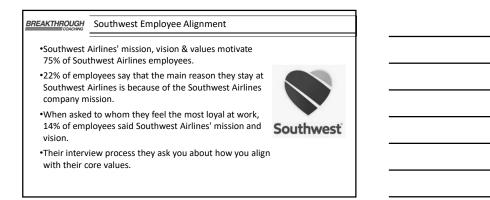
Bring inspiration and innovation to every athlete in the world. If you have a body, you are an athlete.

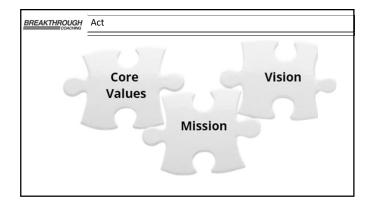
		1	1	1
Core Values	achievement adventure advocacy arts autonomy balance beauty benevalence	enlightenment environment ethics ethnic roots excellence excitement faith fame	independence influence inner peace innovation insight integrity involvement justice	punctuality quality recognition relationships reliability religion reputation resulteoce
	career success change and variety choice	family fast living financial security	leadership learning	responsibility security self-discipline
 Chose your values 	cleanliness	fitness	love	self-esteem
	community	flair	loyalty	serenity
	compassion	flexibility	mentor	simplicity
 Narrow the list to 5 	competence	forgiveness	merit	social service
	competition	freedom	mindfulness	sophistication
 Compile the lists 	cooperation country	friendships fun generosity	money nature orderliness, organization	spirituality stability status
 Narrow the list to 5 	courage	grace	optimistic	style
	creativity	gratitude	patience	success
	credibility	growth	patriotism	tradition
 These are your 	decisiveness	happiness	perceptiveness	tranquility
	democracy	hard work	perseverance	travel
	dependability	harmony	philanthropy	truth
team's core values	diplomacy	health	physical challenge	volunteer
	discipline	heroism	pleasure	wisdom
	duty	honesty	power	wonder
	ecological awareness	hospitality	privacy	work ethic
	empathy	humor	public service	world peace

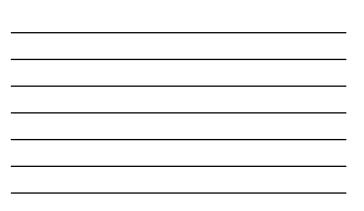
BREAKTHROUGH	Successful Core Values = Act
	Core Values: • Creating a culture of warmth and belonging, where everyone is welcome. • Delivering our very best in all we do, holding ourselves accountable for results. • Acting with courage, challenging the status quo and finding new ways to grow our company and each other. • Being present, connecting with transparency, dignity and respect.











BREAKTHROUGH Leadership is in the Daily Actions

For Ritz-Carlton leadership, the bedrock of its success lives in well–defined Gold Standards and extraordinary discipline in keeping those Gold Standards alive in the daily lives of the Ladies and Gentle man of the company. These Gold Standards define the company, differentiate it from the competition and serve as a beacon for sustainable service excellence.

Г

•WOW service •Insurance

•Calm fears of finances



BREAKTHROUGH	Where Do You Have the Most Influence?			
•Front Desk		•Doctors		
•Feel welcon	ne Phone &	•WOW care		
Day 1		Feel heard & cared	for March	
•Friendly Env	vironment	•Results	SIN FL	
•Rehab/Thera	ру	•Office Manager		
•1-to-1 atten	ntion	 Efficiency 		

Consistent Leadership Consistent effort = consistent results. Finds everyone's strengths and use them to everyone's benefit. Is everyone in the right seat? Build the best infrastructure for provider productivity and patient satisfaction.

