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# San Manuel University

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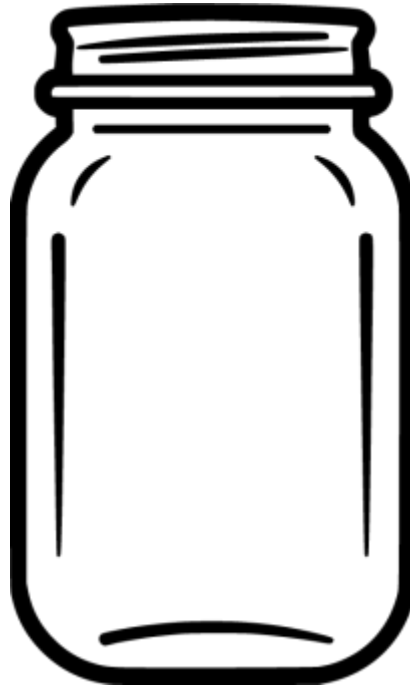
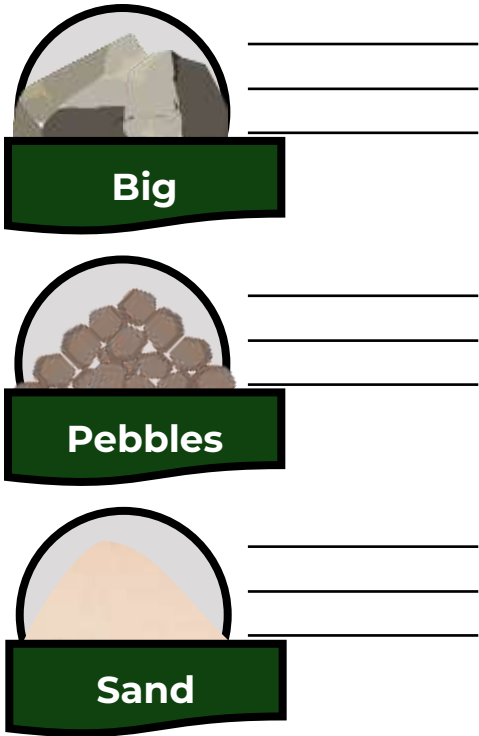
## **Learn 2 Lead: Effective People Management**

Participant Guide

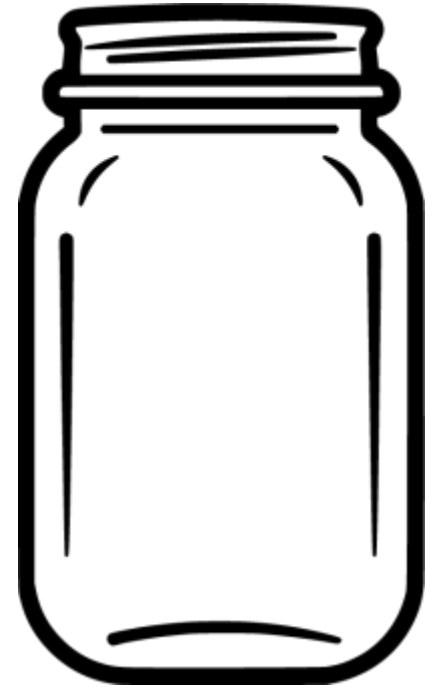


# ICEBREAKER AND KICK OFF

## Covey's Big Rocks Analogy



Sand First



Big Rocks First

You can view a video of Stephen Covey's demonstration at [https://www.youtube.com/watch?v=VyL93MIR\\_I0](https://www.youtube.com/watch?v=VyL93MIR_I0)

## Leading to Drive Results

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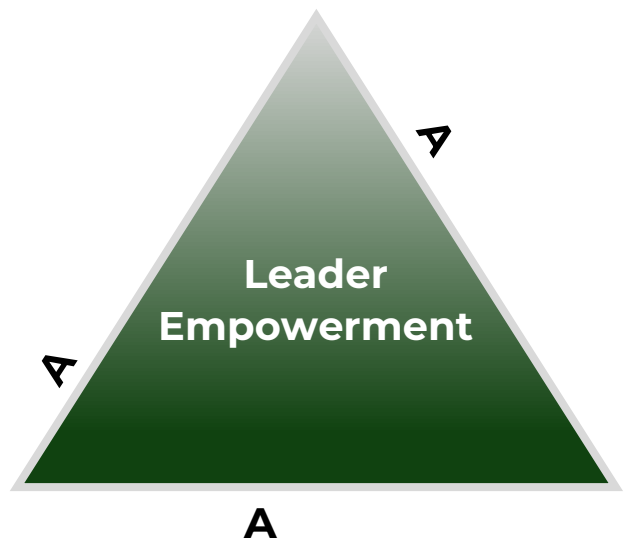
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## Your Eisenhower Box

Make your own box using the most important projects and tasks you're currently working on.

<u>Urgency</u>	High	<b><u>Delegate</u></b>	<b><u>Do</u></b>
	Low	<b><u>Delete</u></b>	<b><u>Decide</u></b>
	Low		
	High		
		Low	High
		<b><u>Importance</u></b>	

# GROW YOUR DELEGATION MINDSET

## Delegation Barriers and Enablers

- ✗ I'm the \_\_\_ \_\_\_ who can do this right
- ✗ It'll go \_\_\_\_\_ if I do this all myself
- ✗ If I don't do these things, why does my team need \_\_\_?
- ✗ If I don't do this, my boss or team will be \_\_\_\_\_
- ✓ Helping others learn \_\_\_\_\_ the team and lightens my load
- ✓ Delegating has long-term \_\_\_\_\_ management benefits
- ✓ Your value as a leader is in the way \_\_\_ \_\_\_ your team
- ✓ It's important to \_\_\_\_\_ work based on load & priority

## Readiness Factors

Take notes on each type of Readiness Factor below.

Leader Factors	Team Member Factors

Purposeful Delegation



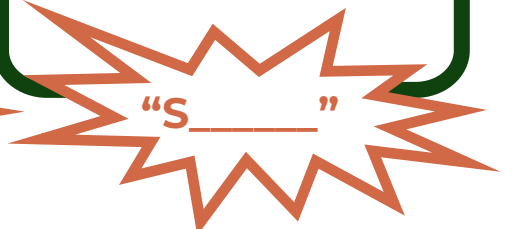
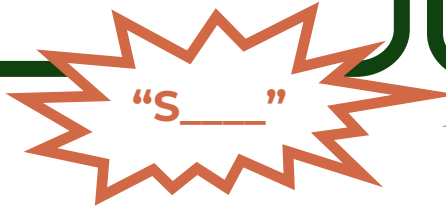
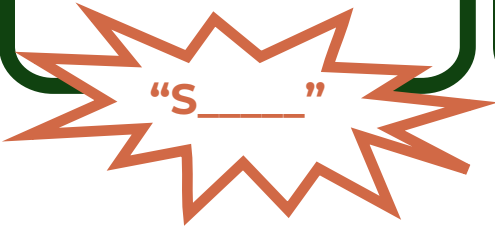
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# CLOSING & WRAP-UP

## Reflection

Answer the below questions and commit to sharing your answers with your leader within the next week.

Sharing this information with your leader gives them an opportunity to give you feedback on your professional development and spark ideas for general team improvements.

### Grow your Delegation Mindset

*Choose a Delegation Barrier that you fall into and think of two ways you can overcome it.*

### Communication and CLEAR Expectations

*How will you change the way you communicate with your team and share expectations?*

### Something You Commit to Doing Differently

*What is another way you will change the way you manage yourself and your team?*

***We want your feedback  
on this session!***

***Remind the facilitator to  
show the QR Code for the  
end of session survey!***