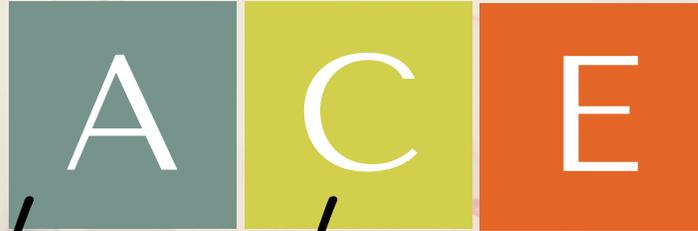


ADMINISTRATE • CULTIVATE • EXHILARATE



# Strategies

W O R K B O O K

Learn how to start, grow & encourage  
your team!

[www.bit.ly/ACEmasterclass](http://www.bit.ly/ACEmasterclass)

# ABOUT THIS WORKBOOK

This workbook is designed to help you write down notes and come up with strategies that will directly benefit your team, organization, ministry or group.

Each lesson you will learn the following:

## ADMINISTRATE

Learn tools, tips & best practices to establish order, create standard operating procedures for your organization and Initiate management strategies for your team!

## CULTIVATE

Learn strategies to identify the talent within your institution, establish quality developmental practices and overall growth to improve, refine, mature, & evolve your team.

## EXHILARATE

Master ways to encourage your team, learn motivation strategies, and learn how to navigate the social aspects of your workplace or team.

A grayscale background image showing a business meeting. In the foreground, two hands are shaking in a firm grip. In the background, a woman in a business suit is smiling and looking towards the camera. The overall scene is professional and collaborative.

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# Leader Quality EXERCISE

Positive Qualities

Negative Qualities

How can I use these positive and/or negative experience in my leadership today?



# A

## LESSON 1 ADMINISTRATE



“The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into smaller manageable tasks, and then starting on the first one.”  
– Mark Twain, writer, humorist, and entrepreneur

How satisfied are you with your company or organization's current administrative capability?

- HIGHLY SATISFIED, WE NEED LITTLE HELP
- SOMEWHAT SATISFIED, WE COULD USE SOME HELP
- SATISFIED, WE NEED A SOME HELP
- NOT SURE, ADMIN ISN'T MY AREA
- NOT SATISFIED, WE NEED MAJOR HELP
- OTHER:

**P** PROTOCOL  
**R** RECORDS  
**O** ORGANIZATION  
**M** METRICS  
**I** INNOVATION  
**S** STAFFING  
**E** EXCELLENCE

**ARE YOU PASSIONATE ABOUT THIS TEAM? THEN MAKE A PROMISE!**

A **promise** is a declaration or assurance that one will do a particular thing or that a particular thing will happen.

**WHY ARE YOU A PART OF THIS TEAM?**

Whether you are the leader, a staff member, or a volunteer, please write down why you've agreed to be a part of this vision?

## REMEMBER YOUR "WHY"

How long have you been a part of this team?

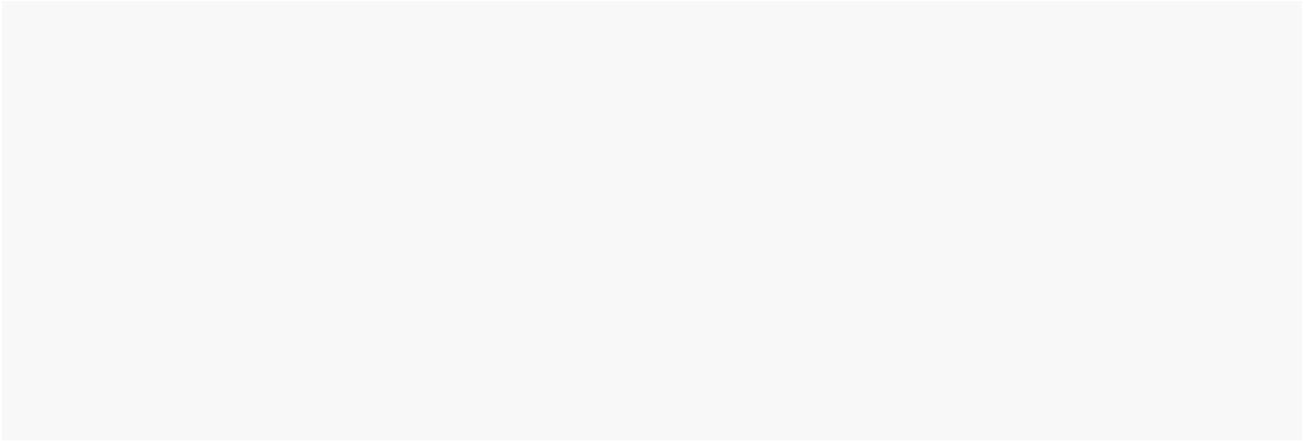
What is the mission of the organization, in a few words?

What values do you personally share with the organization?

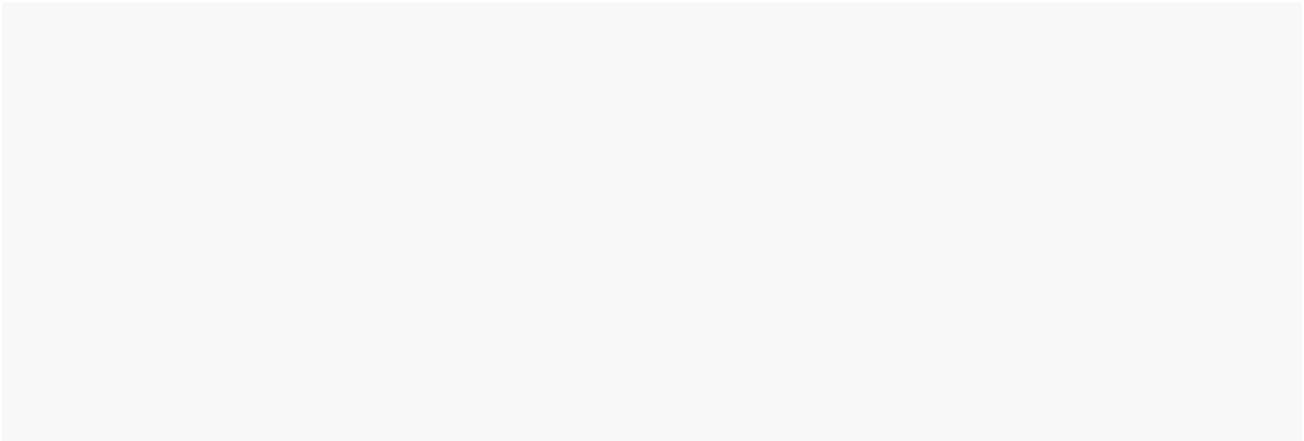
**NOTES:**

## ADMINISTRATIVE STRATEGIES

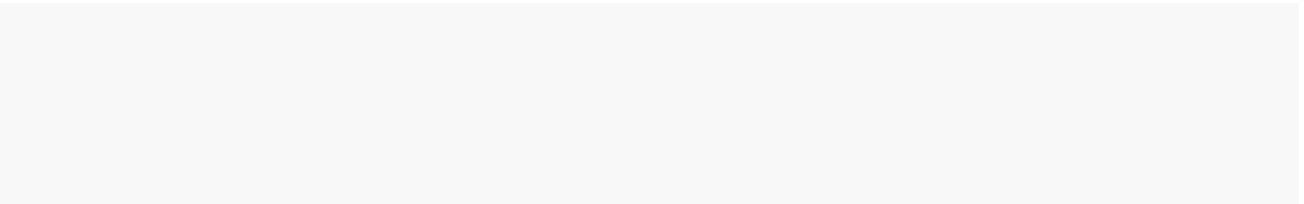
What current systems are in place that work well?



What area do we need the most improvement?



**NOTES:**



# C

## LESSON 2 CULTIVATE



People are like plants. Each will thrive when placed in an environment that provides what they need to GROW!

### Symptoms of poor personnel Growth

*Identify any of these that may be present in your organization. This is not to be overly critical of your leadership, this is just to help you know where you are:*

- DECLINE IN MEMBERSHIP
- DISCORD AND DISUNITY
- COMPLAINING THAT HAS LITTLE FOCUS ON REAL ISSUES.
- UNACCOUNTED FOR ABSENCES
- POOR COMMUNICATIONS
- OTHER

## **BENEFITS OF CULTIVATION**

Write a brief description of what the next task is, or what you want your audience to write in the box below.



**DIVERSITY WITHIN YOUR TEAM**



**CREATE NEW LEADERS**



**COLLABORATIVE EFFORTS AND TEAMWORK**



**HIGH MOTIVATION/INITIATIVE**



**ATTENDANCE AND ENGAGEMENT**



**NEW IDEAS/PROJECTS**

What area listed above do you feel is the most critical need in your organization at this time?

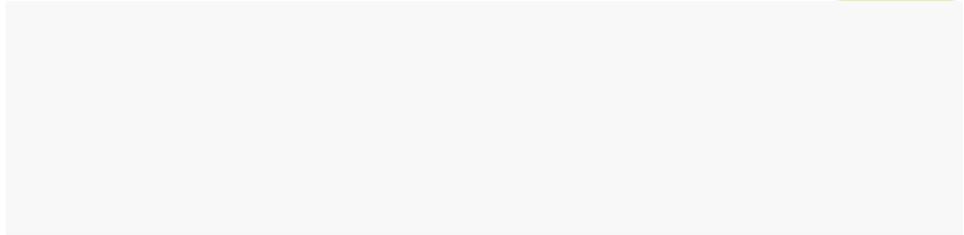
### **NOTES:**

# THREE C'S OF CULTIVATION



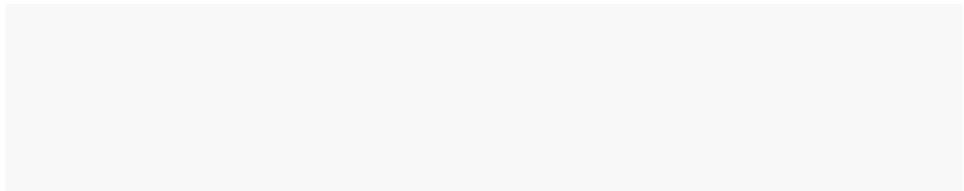
## CONNECT

Put in the time to learn each individual's personality, learning style, interest, hobbies and motivations



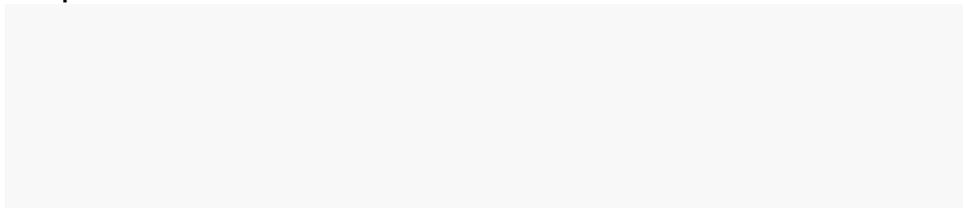
## CHALLENGE

Give projects or tasks that help build on an individual's personal strengths and natural abilities but also challenge their insecurities and build their creative capacities



## CERTIFY

Certify means to empower. Empowerment begins by painting the big-picture for those you lead. Empowerment is also about trust.



## CULTIVATION STRATEGIES

What training programs or personal development have you required your team to take? Have I been required to take any training?

What areas of cultivation would I like to tackle first?

**NOTES:**

# E

## LESSON 3 EXHILARATE



Learn how to coach a winning team!

"Coaches have to watch for what they don't want to see and listen to what they don't want to hear."  
-John Madden

How often do you check-in with your team to see how they are doing? *(not including the assignment of tasks)*

- VERY OFTEN, AT LEAST MONTHLY
- OCCASIONALLY, ABOUT 3 TIMES A YEAR
- RARELY, LESS THAN ONCE A YEAR
- NEVER, I DIDN'T KNOW I SHOULD
- OTHER

## WHAT'S MY COACHING STYLE?

Identify what category you fall into:



### DEMOCRATIC COACHING

This method gives the team freedom and accountability, with the coach stepping in only when needed to keep the process going. Individuals will feel self-empowered and in control, and are encouraged to give input. The result? Improved decision-making and communication, and greater cooperation. It can take a little longer than other approaches to see the results, but when it comes to performance coaching styles, it can be very effective, as the onus is on the team to work together and explore solutions as a whole.

### AUTHORITARIAN COACHING

In this approach, the coach decides what to do and when and how to do it. All that's required from the team is their understanding. With little to no input, employees are at risk of feeling disenfranchised and aren't encouraged to think for themselves, but this method instils discipline, rallies the team together, and by setting clear goals, has a strong focus on the outcome. It can produce good results fast and is ideal for inexperienced teams.

### HOLISTIC COACHING

When it comes to life coaching styles, holistic coaching leads the way. With the belief that everything is connected, this approach theorises that individuals are a sum of all their parts: in order to encourage growth in the workplace, balance needs to be achieved in all aspects of their life. As well as giving employees a sense of their role in your team, it can give perspective on their place in the wider business, helping them feel more connected and showing them how they matter. It can shine a spotlight on personal stumbling blocks and repetitive behaviours that might be negatively affecting work, as well as offering solutions like stress management, and relaxation techniques. Again, this type of coaching can take time to achieve results, and there's the possibility that deeper, emotional problems may be triggered.

### AUTOCRATIC COACHING

Rather than opening a dialogue between leader and employee, this approach tells individuals what to do rather than asking. The autocratic coach is in control at all times and strives for perfectionism and excellence, while some may expect certain tasks to be done the same way every time. As a result, employees are disciplined and committed, and have a structure in place to succeed - though with such rigidity in place, it can feel stifling.

### VISION COACHING

This style encourages and empowers employees by giving them clear direction and strategies for achieving objectives and encouraging focus. Like a personal trainer, this approach feels like a partnership and draws on elements of feedback, reflection, and conversation to really motivate and influence employees. Although intensive and short term, this approach can work well for high stress or overwhelming workplaces that need fast results and can be especially useful when driving teams to work on specific projects, by giving them a detailed plan.

Article from: [www.thesuccessfactory.co.uk](http://www.thesuccessfactory.co.uk)

# CODES

use the "CODES" method to motivate your team!

**CELEBRATE**  
Celebrate every accomplishment no matter the size.

**OBSERVE**  
Be observant of your staff and what's going on with them.

**DO'S & DON'TS**  
How do you talk to and treat your team?

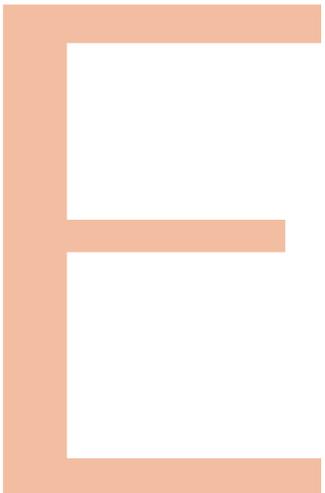
**ENCOURAGE**  
What do you do to affirm your team?

**SELF-CARE**  
Show you care by promoting self-care.



**NOTES:**

A large, empty white rectangular area intended for taking notes.



## ENCOURAGEMENT STRATEGIES

What does my team need immediately?

**SET GOALS**  
Create a list of your goal and put this in order by listing the most important ones first.

**CREATE A PLAN**  
Create a strategic, detailed and realistic plan for each goal on your list.

**CREATE A TIMELINE**  
Create a realistic timeline to accomplish each goal.

**CELEBRATE YOUR WINS**

**DEVELOP AFFIRMATIONS**  
Create a list of affirmations that describe your desired outcome for yourself.

**ENCOURAGE YOURSELF**  
Post your affirmations where they are visible to you and recite them out loud daily.

**ELEVATE YOUR MINDSET**  
Change how you think and talk about yourself.

**CELEBRATE OTHERS**

## OVERALL GOALS

What are my goals and what will I do to achieve them?

Goal

Strategies

Goal

Strategies

Goal

Strategies

Goal

Strategies

# Want More?

ACE Strategies Instructors are prepared to provide custom services that will help you achieve your goals! Get in where you fit in, sign up for any of these sessions below:

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A

C

E

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