



PEOPLE

STRENGTHEN YOUR LEADERSHIP

The Task Timer



The Goal

To identify and hone those skills required to be an effective leader, regardless of your past experience, interpersonal skills or personality type.

Money Made or Saved

By creating and implementing the skills it takes to be an effective leader you will create authenticity, integrity, mutual respect and focus on making decisions that deliver the best possible outcome for all stakeholders.

#RightNextThing

Foster Self Leadership

The Task

- Do online training on MyLifestyleTradie.
- Based on the personality traits listed recognise your personality and identify with the corresponding needs.
- Download the ABC of Self-Leadership Model PDF.
- Download the My Values exercise.
- Complete the My Values exercise.
- Reflect on the values you aspire to be, and what behaviours support or undermine each.
- Keep these values in mind when leading and use them to underpin everything you do.

The Time

3 hours

30 minutes

15 minutes

15 minutes

1 hour

1 hour

Ongoing

The Task Timer



The Goal

To understand the different methods of communication and incorporate them into your skillset.

Money Made or Saved

Understanding and learning the different methods of communication will help you when providing the direction, guidance and decisions to all stakeholders on your journey to scale your team and your business.

#RightNextThing

Master The Art Of Communication

The Task

- Do online training on MyLifestyleTradie.
- Download the V.A.K. Principle Worksheets.
- Complete the V.A.K. Principle Worksheets.
- Download the Why Just Communicate, When You Can Influence? Worksheets.
- Complete the Why Just Communicate, When You Can Influence? Worksheets.
- Based off what you have learned from the 2 presentations brainstorm some ideas you can integrate into your business.
- Select one idea from the list of ideas you want to implement into your business and execute.
- Review and fine-tune idea.
- Repeat the last 2 steps until all your ideas have been implemented.

The Time

2 hours
15 minutes
30 minutes
15 minutes
1 hour
30 minutes
1 hours
Ongoing

The Task Timer



The Goal

To design and adopt a sustainable power routine.

Money Made or Saved

By adopting a sustainable power routine, you'll be a better leader because you'll be in the right headspace to steer your team, serve your customers, and deal with your suppliers.

#RightNextThing

Adopt A Power Routine

The Task

- Do online training on MyLifestyleTradie.
- Take the time to think about what you would like in your power routine.
- Design your Power Routine.
- OPTIONAL: Talk with your partner to communicate what you are trying to achieve with your power routine and how this will impact on your living situation etc.
- Put your Power Routine into action.
- Review and fine-tune your Power Routine.

The Time

1 hour

1 hour

1 hour

1 hour

1 hour

The Task Timer



The Goal

To transition from manager to a leader.

Money Made or Saved

By transitioning from a manager to a leader you will be better equipped to guide your team from one success to the next! Your skills and behaviours will motivate your team to perform well and keep morale high, in a way that drives the growth and profitability of your trade business.

#RightNextThing

Switch From Manager To Leader

The Task

- Do online training on MyLifestyleTradie.
- As you are going through the online training, make notes of areas you believe you are lacking as a leader and areas where you believe you are excelling.
- Reflect on the 4 different ways you can lead your team and brainstorm ways you can implement these into your business.
- Create a plan to implement these into your business.
- Action each idea until they are all implemented.
- If you haven't already Define the core values and behaviours you want in your team.
- Download the Self-Leadership Values Exercise PDF.
- Complete the Self-Leadership Values Exercise PDF.
- Communicate these core values to your team.
- Continue to act inline with these core values.
- Reflect on yourself, determine and understand your strengths and weaknesses.

The Time

- 2 hours
- 30 minutes
- 1 hour
- 1+ hours
- 1 hour
- 15 minutes
- 2 hours
- 1 hour
- Ongoing
- 1+ hours

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- Conduct the Two-Step Team Leadership Exercise with your team.

1 hour

-
- Reflect on what your team have shared with you and recognise this moving forward.
-

The Task Timer



The Goal

To understand the differences between Team Leadership and Business Leadership, and what it's going to take to go from working alongside your team every day to driving the vision of the business from your head office.

Money Made or Saved

By transitioning to a more strategic role within the business, you will become more a driving force in the business and have more time to drive continual improvement resulting in increased efficiencies and profitability.

#RightNextThing

Play To Personal Strengths

The Task

- Do online training on MyLifestyleTradie.
- Review and understand the 12 core distinctions between a Manager and a Leader.
- Download the Personal SWOT Analysis.
- Complete the Personal SWOT Analysis.
- Review what you have written for your Personal SWOT Analysis and determine your solutions.
- Download The Leadership Effect Workbook PDF.
- Complete The Leadership Effect Workbook.
- Complete the Personality Exercises with your team.
- Review your teams personality results and make a note of which of the 16 personality types they are, and therefore what method of communication and feedback is best moving forward.
- Moving forward address your staff the most effective ways for their personalities.

The Time

- 7 hours
- 30 minutes
- 15 minutes
- 1 hour
- 1 hour
- 15 minutes
- 1 hour
- 2 hours
- 2+ hours
- Ongoing

The Task Timer



The Goal

To understand the power of delegation and effectively offload tasks that can be performed by others.

Money Made or Saved

By delegating effectively you will be freeing up your time, allowing you to become less involved in the daily tasks and therefore elevating your mindset as the business leader, and giving you the capacity to work on the business, not in the business.

#RightNextThing

Drive Delegation

The Task

- Do online training on MyLifestyleTradie.
- Review the red flags that resonate with you.
- Make a list of tasks that you can look to delegate to others in the business.
- Decide which task you want to delegate first.
- If not already, systemise that task for someone else to do.
- Nominate a person to take over the task and train them up.
- Step away from that task.
- Review how the nominated person is going with the task.
- Decide on the next task you want to delegate.
- Repeat the previous 6 steps until all tasks on your delegation list is delegated.

The Time

- 1 hour
- 30 minutes
- 1 hour
- 30 minutes
- 1+ hours
- 1+ hours
- Ongoing
- 1+ hours
- 30 minutes

The Task Timer



The Goal

To understand conflict and develop strategies to resolve conflict.

Money Made or Saved

By understanding conflict resolution strategies and systemising the ways in which to approach and respond to various types of conflict, you will increase productivity in your business.

#RightNextThing

Master Conflict

The Task

- Do online training on MyLifestyleTradie.
- Review the 7 Conflict Resolutions Skills.
- Develop a Complaint Resolution system specifically for customers (keeping in mind the HEARD principles).
- Develop a Complaint Resolution system specifically for team members (keeping in mind the HEARD principles).
- Develop a Complaint Resolution system specifically for suppliers (keeping in mind the HEARD principles).
- Develop a Complaint Resolution system specifically for competitors (keeping in mind the HEARD principles).
- Develop a Complaint Resolution system specifically for subcontractors (keeping in mind the HEARD principles).
- Once the Complaint Resolution systems have been developed, educate and train the required staff in how you want these dealt with.
- Continually review and fine tune the Complain Resolution Systems.

The Time

4 hours

1 hour

2+ hours

2+ hours

2+ hours

2+ hours

2+ hours

2+ hours

Ongoing

The Task Timer



The Goal

To understand, anticipate and manage a crisis effectively.

Money Made or Saved

By understanding and anticipating what a crisis may look like, as the business owner you can be proactive and mitigate the operational impacts this crisis will have on your business.

#RightNextThing

Master Crisis Management

The Task

- Do online training on MyLifestyleTradie.
- Based on the training, develop a crisis management plan that can be on standby in your business.
- Outline the potential effects of the crisis (Today, Tomorrow and the Future).
- Determine what the solution is and what is needed to carry out this solution.
- Implement your solution and take action.

The Time

1 hour
2+ hours
2 hours
2+ hours
2+ hours

The Task Timer



The Goal

To learn how to take the ultimate step to extract yourself from the day-to-day operations of your business.

Money Made or Saved

By extracting yourself from the day-to-day operations of the business, you are opening up a multitude of possibilities for not only the business, but yourself. This could be an opportunity to diversify their business into a different market offering, start a new business or something else to fill your time with!

#RightNextThing

Embrace
The Creator -
Employ a CEO/GM

The Task

- Do online training on MyLifestyleTradie.
- Complete the 9 Questions to ask yourself before hiring a CEO/GM.
- Create a business organisational chart and position description(s).
- Ensure your business systems are set up and review them to ensure they are operating well.
- Review your numbers with your accountant and ensure your forward forecast includes a healthy gross profit margin.
- Finalise the position description for the CEO/GM.
- Create an advertisement for the CEO/GM Position.
- Decide on where to advertise the role.
- GO LIVE with job advertisement.
- Shortlist candidates.
- Interview shortlisted candidates.

The Time

- 2 hours
- 1 hour
- 5+ hours
- 15+ hours
- 2+ hours
- 2+ hours
- 2 hours
- 1 hour
- 1 hour
- 2 hours
- 2+ hours

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- Offer successful candidate the position.
-

0.5 Hours

- Onboard the CEO/GM and train them up.
-

1-2 months

- Agree on timeframe for complete handover.
-

2+ months