

Leadership in Action

- R.B. “Rod” Adams, CCP
- North Florida Section Meeting – AACCEI
- November 17, 2013

Agenda



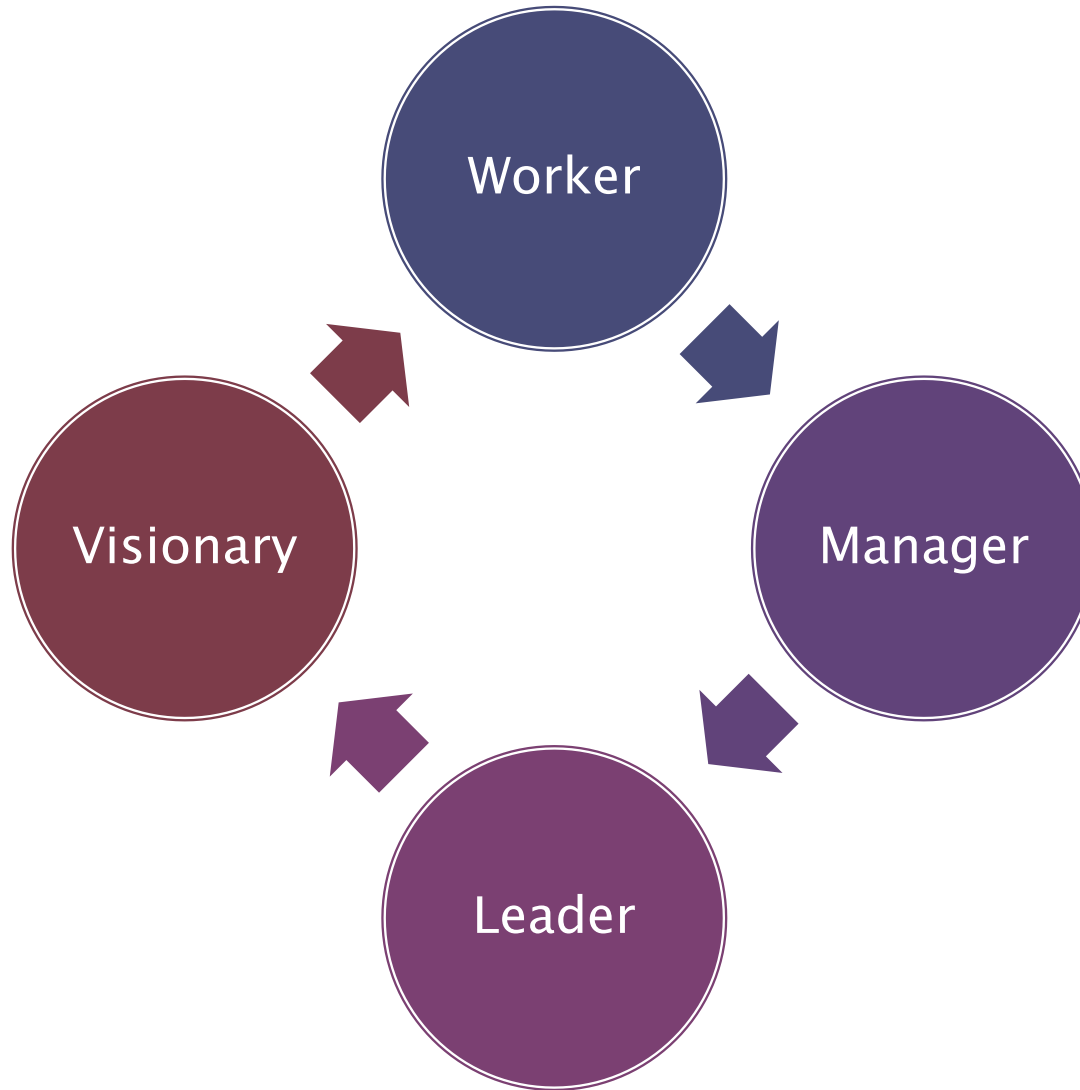
▶ Leadership Roles

▶ Time Management

▶ Areas of Focus

▶ Q&A

The Four Disciplines of Leadership



Worker - Defined

- ***Worker***

- This is getting that real work done, in the real world, which the business requires in order for it to function and succeed.

- This is most likely some of what you were doing before being promoted.

Manager - Defined

• *Manager*

- This involves both administrative and coaching functions.
- The manager's primary goal is to look at ways to make the business more **effective and efficient**, both from a process and a personnel point-of-view.

• *Leader*

- The next level of progression to be achieved is in the area of **“innovation” and “value-add”**.
- This is the foundation from which the leader springs from.
- You must also be the bridge between organizations.

Visionary - Defined

- ***Visionary***

- This discipline focuses on taking the organization to a “**new level**” in both “performance and functionality”.
- This discipline requires the creation and distribution of where you see the organization going over the medium and long term and laying at a plan to get there.

Linking Disciplines to Organizational Titles

Disciplines

- *Worker*
- *Manager*
- *Leader*
- *Visionary*

Titles

- *Executive*
- *Manager*
- *Supervisor*
- *Director*

Worker - Role

- ***Worker***

- This part of the business you have mastered
- Comfort Zone shift
- Final Word – minimize this or eliminate it!!!

Manager - Roles

- ***Manager***

- Administrative Functions
- Coaching Functions
 - Personnel
 - Business
- First Hire – Is Your Potential Replacement

• *Leader*

- The Bridge between Manager & Visionary
- Most Confusing Term
- To Achieve Innovation & Value-Add
- Developing Talent
- Salesperson!

Visionary - Role

- ***Visionary***

- Not Exclusive to Senior Leadership
- View of the Long Range Mission
- Goal: Be #1
- Maintain Competitive Edge - Reinvent

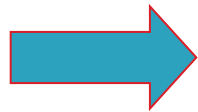
Leadership Roles - Conclusion

• *Points to Consider*

- Don't Under-estimate the Soft Skills
- Not Trying to Change Anyone – Just Getting the Most They Have to Offer
- Train Your Successor
- Never Stop Learning

Agenda

- ▶ Leadership Roles

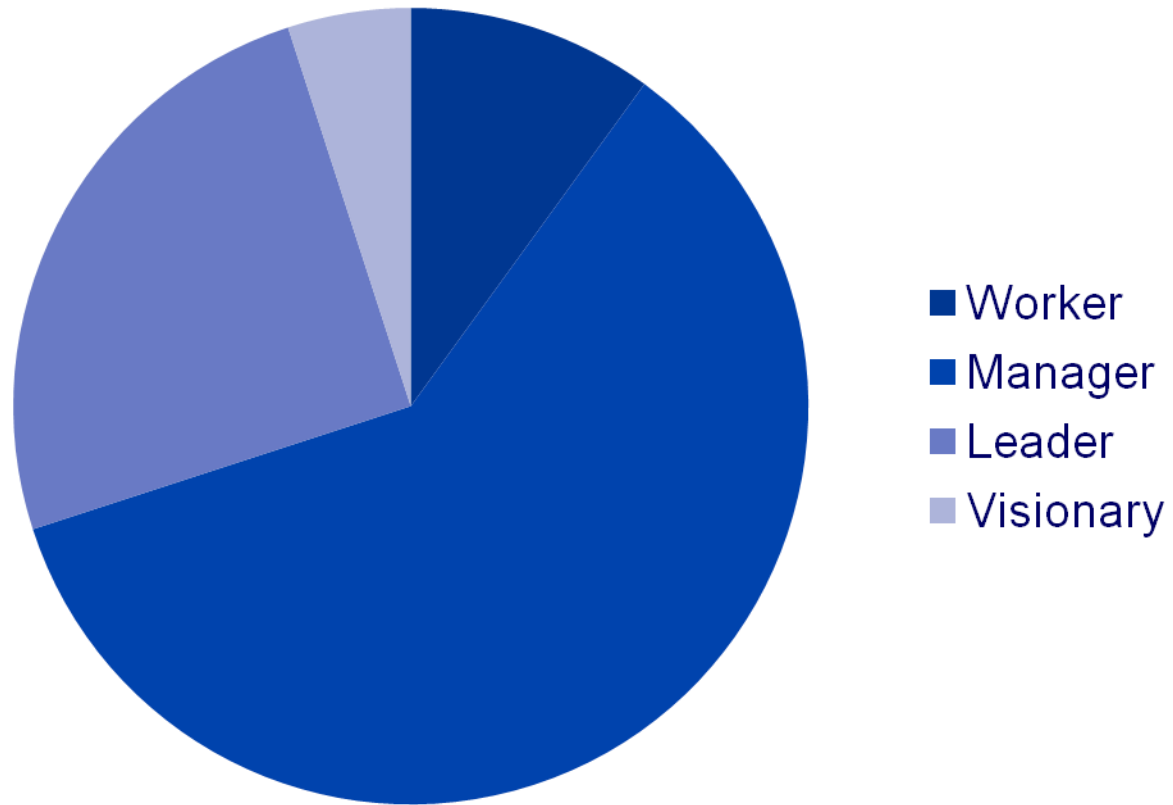


- ▶ **Time Management**

- ▶ Leadership Roles
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Discipline Breakdown



What Does Your Pie Look Like?

- ***Exercise***

- Be Brutally Honest
- Write What % You Now Spend in Each Discipline
- Write What % You Think You Should be Spending in Each Discipline - Why
- What Is Your Plan?

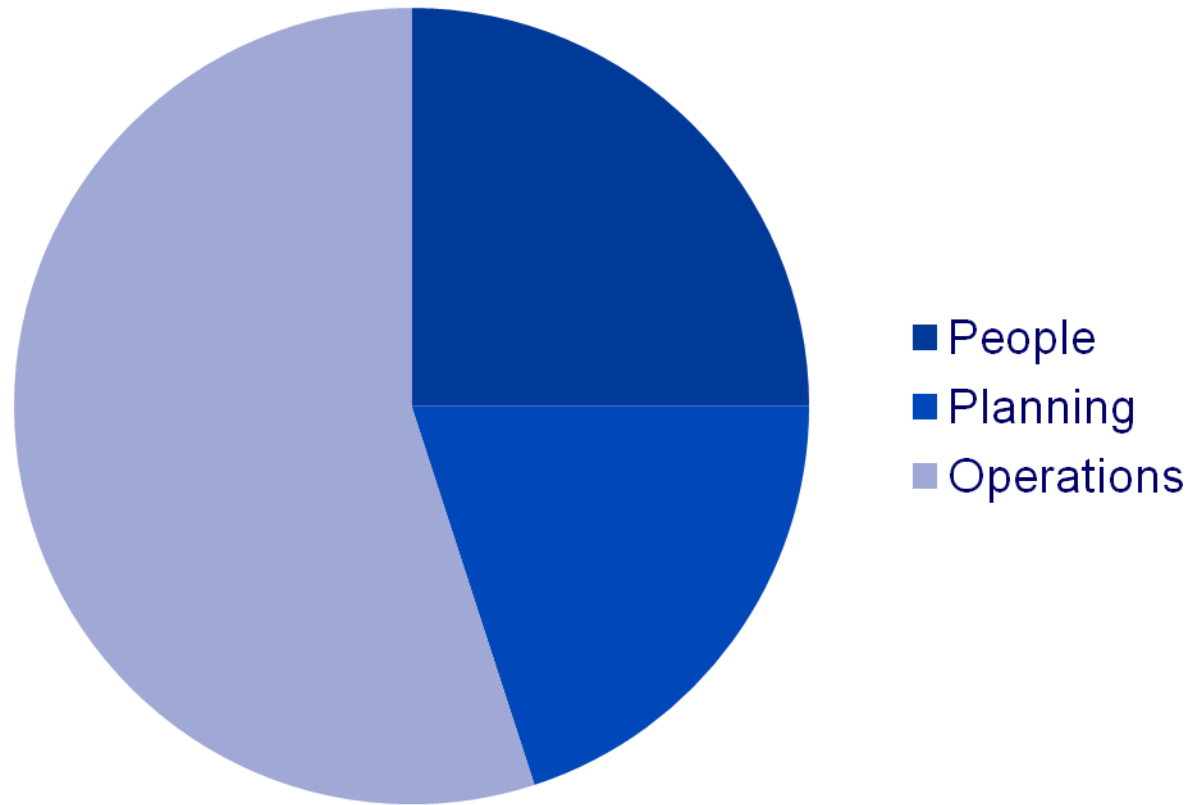
So How Would You Go About Making the Needed Change?

- ***6 Options***

- Automate
- Eliminate
- Transfer
- Outsource
- Improve
- Ignore

Time Management – Business Focus

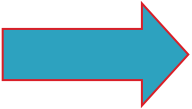
Again – Not What You Are Thinking



Key Take-aways

- Evaluate how you are spending your time
- Evaluate how you should be spending your time
- Create a plan to transition
- Discuss your growth plan with your boss
- Share your plan with your employees
- Continuously monitor the plan

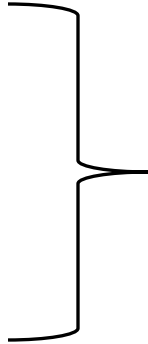
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Areas of Focus

Effectiveness

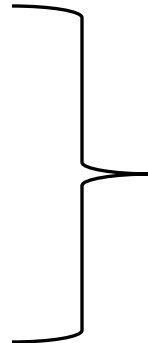
Efficiency



Price of Admission

Value-add

Innovation



Competitive Advantage

Price of Admission

Definition: this is what will get you the opportunity to play in the Projects or Competitive Advantage arena.

You must execute your processes perfectly, every time, all the time..

You must eliminate waste from the processes

You must develop your staff

Effectiveness

- Focusing your team on the “right processes”
- Quality concepts and application - essential
- People and Process

Areas of Focus – Price of Admission

Efficiency

- Focusing on eliminating “MUDA” or waste
- Quality concepts and application - essential
- People and Projects

Competitive Advantage

Definition: this is what will get you and your staff the monetary rewards, recognition and promotions.

You must deliver on every project you commit too.

You must identify projects that link to your department and corporate strategies and deliver tangible benefits.

You must promote your staff

Areas of Focus – Competitive Advantage

Value-add

- Adding Projects to your Business Plan
- Must be measurable
- Must tie to key objectives or strategies for the department or company

Areas of Focus – Competitive Advantage

Innovation

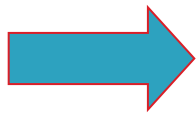
- Cannot be taught
- Establish the environment for this to flourish
- Provide the key ingredients
 - Knowledge of the business
 - Technical Expertise

Key Take-aways

- First, focus on the “Price of Admission”
- Perfect Execution in Process opens up opportunities
- Use Quality tools
- Look for Opportunities to move into “Competitive Advantage”
- Be selective in taking on Projects
- Ensure Project deliver measureable benefits
- Select Projects that can be done within the current business cycle – where possible

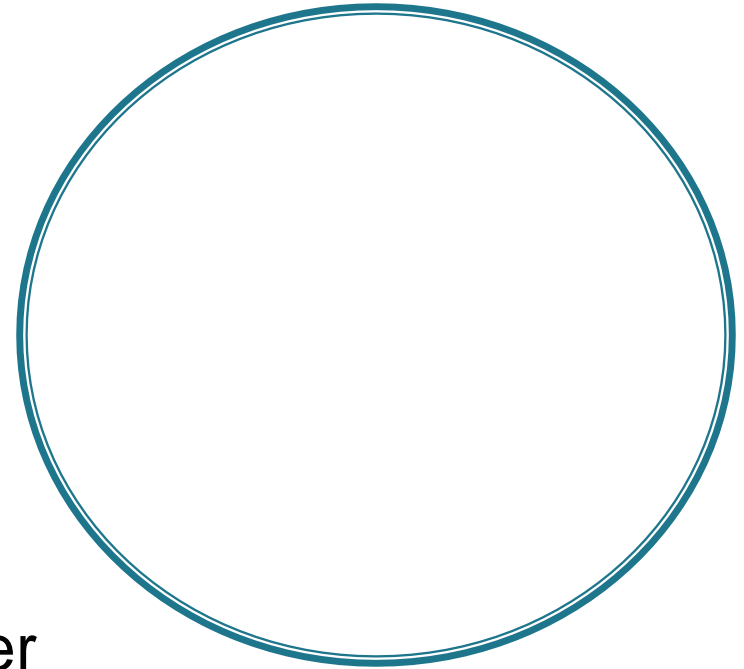
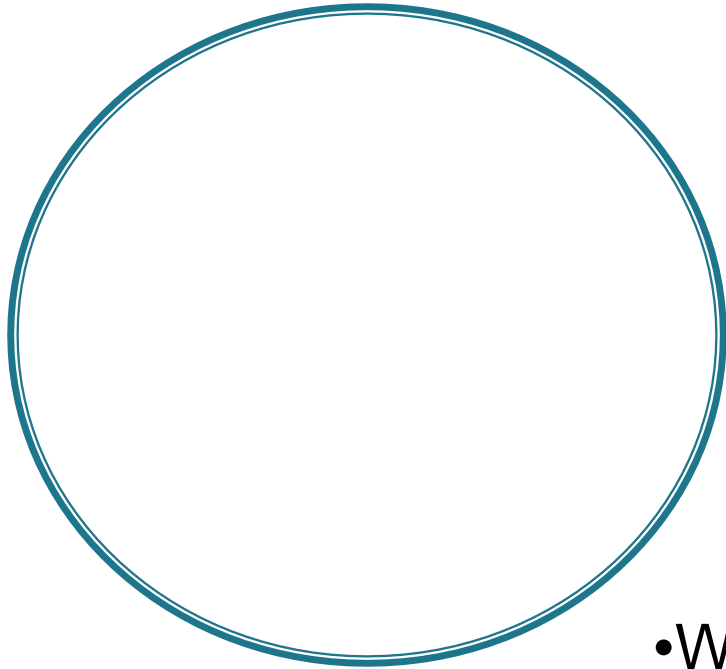
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Pie Exercise



- Worker
- Manager
- Leader
- Visionary