

LEADERSHIP SUCCESS TRAINING

KEYS TO STRENGTHENING
THE DYNAMICS OF YOUR
LEADERSHIP

Workbook

STRESS FREE EXECUTIVES

WHERE GREAT LEADERS ARE GROWN

AUTHENTIC LEADERS BUILD

Strong Teams



Your Host

Mutiat
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This Workbook is for leaders, employers, managers and entrepreneurs, who aspire to create change, motivate and inspire others towards achieving personal and professional success, build capacities and boost performance levels, in work place settings or as business leaders. Exercises in this workbook are about managing and understanding how your emotions affect work performance and relationships and will provide you with comprehensive understanding of the concept of true leadership and the role of emotional intelligence in helping you as a leader, to shape your thoughts and actions, as a way to better coordinate and manage teams.

Do you aspire to lead your team some day? Or are you currently managing groups of people at the moment? If so, how well are you motivating your team members? What influences have you on the people you lead? Are you known to listen more than you talk or talk more than you listen? Are you passionate and self- confident and do you create an atmosphere for others to grow while communicating a sense of mission and vision? The exercises in this workbook will help you unravel where your strengths are and the weaknesses you must embrace.

There are four main exercises in this book which are specifically created to help you boost your self-confidence, improve your emotional intelligence, improve your assertiveness and gain a better understanding of who you are in order to develop better self-awareness and constructively manage relationships with others around you, both personally and professionally.

Welcome to Stress free Executives, where we shine the light of authentic leadership and help true leaders unleash their power and voice within!

About your host

Mutiat Adebawale is an award-winning entrepreneur, Business, and Leadership Coach, and a personal development expert, who helps business owners and leaders attain skills to build strong, sustainable businesses and, increase revenue.

Mutiat has been featured in over 100 leadership and entrepreneurship interviews and podcasts and also trains and coaches high profile and successful business owners and organisational leaders. I help my clients build strong and viable businesses, increase revenue, boost confidence, improve performance, build effective teams and build strong work ethics, as well as gain long-term staff retention for organisational and professional development.

Exercise 1

Self-confidence

If you lack self-confidence as a leader, you probably will not have any impact on your followers and may find it hard to succeed.

Confident people face obstacles but achieve success with confident attitude which enables them to continue pushing ahead to overcome the barriers, while people who have low self-confidence, may not even have the bravery to begin a project lest persevering in the face of challenges.

To ensure that you exhibit balanced self-confidence, examine yourself honestly and observe your feelings as you answer these questions.

1. Do I always feel that I should have all the answers and if so, why?

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2. How do I respond to criticism?

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3. What usually determines my stand on issues? Facts, my subjective feelings or other people's opinions and why.

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4. Do I spend more time talking than I do listening? Whether yes or no, why do you do that?

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5. Do I always feel there is a need to show off and put others down as opposed to acting with consideration of others' feelings?

.....

If you answered yes to any of these questions, or if your stand on issues are based on other people's opinions, you need to learn how to manage your feelings in line with your self-confidence and be ready to be a little more vulnerable. Now, you must begin

to let go of the feelings that you need to have all the answers every time or that you must always be validated by others around you.

Exercise 2

Emotional Self-Awareness Exercise

Emotional self-awareness is the ability to recognize one's feelings. In the spaces below complete each statement based on how you feel. Use the blanks to add your own words to describe your feelings.

Example:

I am most thrilled when I am out with my family.

I feel distressed when a trusted friend betrays me.

I feel embarrassed when my boss tells me off, before everyone

Now, your turn...

I feel humiliated when

I think negative thoughts about myself when

I am _____ when

I feel _____ when

I think _____ about _____ when

I am _____when

I feel _____when

I think _____about _____when

I am _____when

I feel _____when

I think _____about _____when

I am _____when

I feel _____when

I think _____about _____when

The aim of this exercise is to allow you understand your feelings and what makes you behave and react in certain ways, helping you better understand who you are and what fuels your behaviour and actions and hopefully, help you begin to find ways to better utilise your understanding of yourself.

Exercise 3

Assertiveness Exercise

Assertiveness is the ability to express your wishes and beliefs in a positive way. When you are not assertive, you become passive and when you seem too bossy and overbearing, it is met with restraint by team members and you may be labelled as aggressive. Know how to be confidently assertive with a measure of consideration and tolerance for others, will help you stand out as a true leader.

Think of a time when you could not stand on your beliefs or when you were drawing back from stating your values.

What happened?

What did you do?

How did you feel?

Now, think of a better way to handle that situation in the future. Write a better response and practice it.

Think of a time when you were too bossy.

What happened?

What did you do?

.....

How did you feel?

Now, think of a better way to handle that situation in the future. Write a better response and practice it.

Exercise 4

Self-Awareness

Self-Awareness is having a clear understanding of your personality, including strengths, weaknesses, thoughts, beliefs, motivation, and emotions. Self-awareness is the first step in creating what you want in your life, as it helps you focus your attention, your emotions, reactions, personality and behaviour on how to become successful, by allowing you to master what makes you who you are. It also allows you to understand other people, how they perceive you, your attitude and your responses to them in the moment.

Here is an exercise to allow you dig deeper into who you are. Please answer these questions honestly, without second guessing. As this is only one part to self-awareness, you may want to get the honest views of personal friends and work colleagues, on how they perceive you, after this exercise, as this will give you a more comprehensive understanding of your traits, attributes, characteristics, strengths and weaknesses.

What makes me who I am?

How do I define my values?

What am I good at?

What am I terrible at?

What do I enjoy doing?

What is the most important thing in my life?

Who are the most important people in my life?
What gets me energised?
What stresses me out?
What can I do that could make my everyday purposeful?
What's my definition of success?
What type of worker am I?
How do I want others to see me?
What makes me sad?
What makes me happy?
What makes me angry?
What type of person do I want to be?
What type of friend do I want to be?
What do I think about myself?
What things do I value in life?
What makes me afraid?
What do I represent/stand for?

As you know, this is just a perception of you from your point of view. To make your self-awareness journey more promising, it would be very resourceful to ask of other people's genuine view of you, as well as write down things about you, that you feel uncomfortable with or uncomfortable to accept.

To develop your leadership skills and advance your career, check out the Advanced Leadership Accelerator Programme. This is one of my most exclusive training programmes for leaders who mean business.

Get details here:

<https://creativebusinessuite.com/advanced-leadership-accelerator-course>