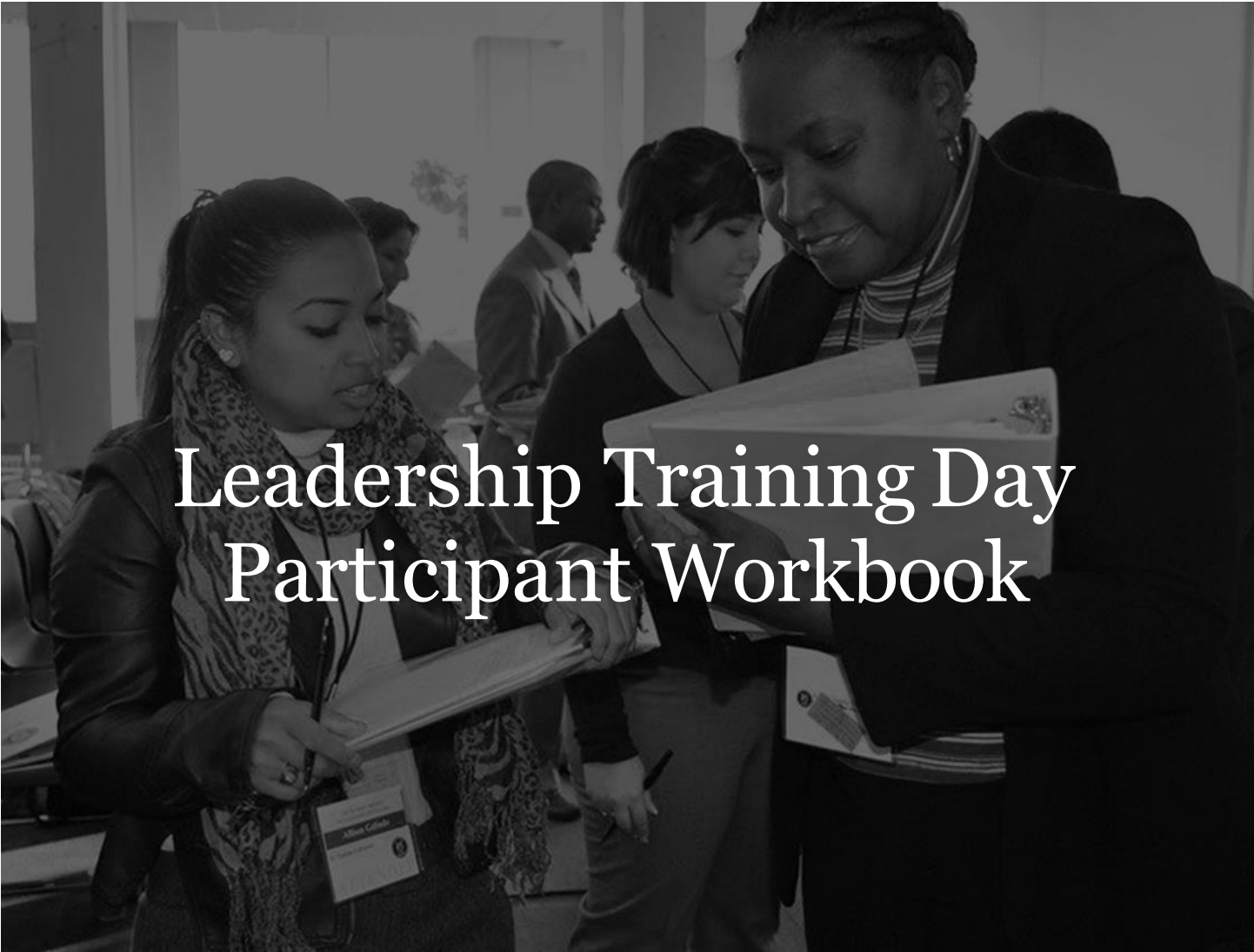




THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

Building Leaders Who Make a Better World



Leadership Training Day Participant Workbook

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Dear NSLS Member,

Welcome to your Leadership Training Day (LTD) event. Congratulations on making the decision to take the next step on your path to induction. Today is a chance to take a break from your normal busy routine, and look at your big picture. I hope you will use this time to hone in on your passions and purpose while setting a strong foundation of practical leadership skills that you can put to use right away.

Getting the most out of this session comes down to the energy you put into it. Approach the exercises with curiosity and an open mind, and you will likely learn a few new things about yourself and your goals. Do this while supporting and encouraging the other members at your chapter, and you will certainly experience what it's like to be part of a community of leaders.

The LTD is designed as an introduction to The NSLS' fundamental philosophies about leadership, what we call our Leadership Foundations. These foundations create a solid starting point. We can't teach you everything you'll ever need to know about leadership in a few hours; as a topic, leadership is going to engage you for years to come. What you will get today are tools to help you explore new mindsets, and look closely at how your beliefs are impacting your achievement of goals.

It's critical that, as you work with others today, you keep things supportive and confidential. Your fellow chapter members are your partners when it comes to leadership and success, and you need to be able to trust each other. This is your chance to start building a network of like-minded people that you'll know for life, and you want that network to be strong.

Have fun today, take chances and push yourself outside your comfort zone! You're in the group that 'gets it' – that your leadership journey doesn't end. It takes work to grow, develop, and accomplish big goals.

We look forward to supporting you on your leadership journey, and learning more about you as a leader who will make a better world.

Best regards,

Charles Knippen
President, The National Society of Leadership and Success



Foundation 1: Clarify Your Purpose

Purpose Exercise

As the facilitator on screen reads each question, write your answers in the spaces below.

1) What positive activities do you currently do that make you lose track of time?

2) Which of the above positive activities either contribute to the lives of others, or make the world a better place in some way? How?

3) When you are at your best, what are you doing?

4) List things you have already accomplished in your life.

5) What skills or qualities helped you reached that level of accomplishment?

6) List the top three things you want to accomplish in the next 20 years?



7) You have been told you only have six months to live. Of the three things you want to accomplish in the next 20 years, which would you focus on first?

8) What new skills or qualities would help you accomplish your aspirational goals?

9) If money were no obstacle, what activities would you want to do on a regular basis?

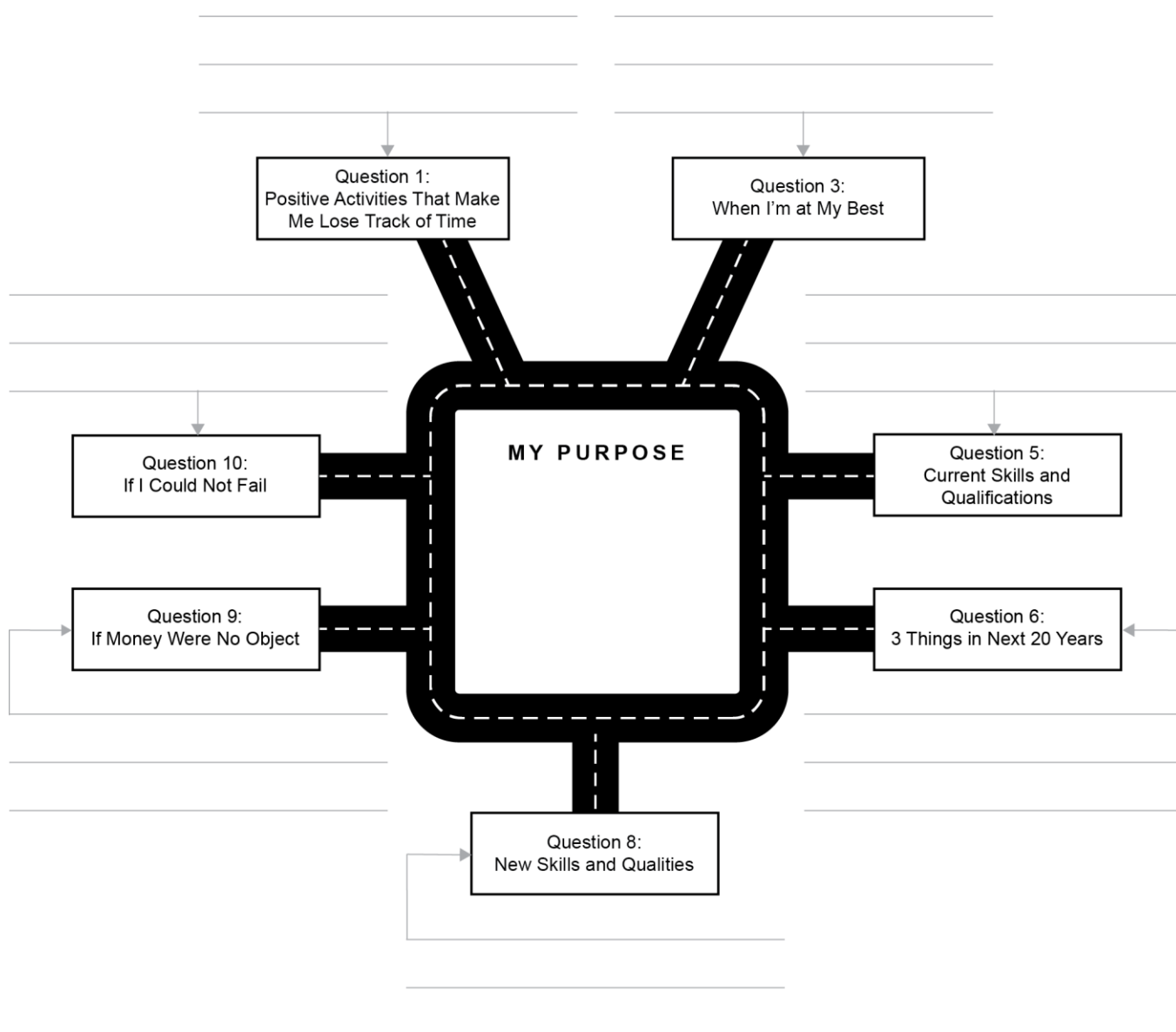
10) If you knew you couldn't fail, what changes would you make to your list of accomplishments in the next 20 years?



Construct Your Purpose Map

Transcribe the answers from the Clarify Your Purpose exercise onto the map below. Think about the main idea for each of the answers you recorded in the previous activity. Try and consolidate the answer into a few key words. Put those key words onto the arrows, one idea (or answer) per row.

You may add rows as needed to complete your map. Then, look for the common elements across your answers. How do the answers relate to each other? Can you find a common thread of ideas/thoughts?





Foundation 2: Create a Shared Vision

Construct Your Personal Vision Statement

Using the purpose identified from the first activity, you will now craft your own shared vision statement. Below is a sample vision statement for your reference. Remember, you can start with the process or end with the process, either way is OK.

Vision Statement = (Purpose statement) + (Values, Beliefs and Passions)

Sample Vision Statement:

Sample Vision Statement: Amanda Steinberg

Purpose = To empower women

Process = To use my gifts of intelligence, charisma and serial optimism

Final Vision Statement: To use my gifts of intelligence, charisma and serial optimism to cultivate the self-worth and net-worth of women around the world.

Step 1: Transfer previously identified purpose.

Step 2: Write down the process you will use to live your purpose.

Step 3: Write down your draft Vision Statement, combining purpose and process.



Share Your Vision

When directed, spend time gathering feedback from others. Read your vision statement out loud to others. As they provide insight, consider it and revise your vision statement as indicated to make it more impactful. Tell your story so it is exciting and persuasive!

Consider the following as you provide insights to others:

Does your vision paint a picture that draws me in?

Feedback Notes You Received:

Is your vision clearly articulated?

Feedback Notes You Received:

Do I understand the purpose or what you are trying to accomplish?

Feedback Notes You Received:

Would this vision inspire me to take action?

Feedback Notes You Received:



Foundation 3: Challenge the Status Quo

Current Paradigm

Purpose. Write your shared vision statement from Foundation 2 in the space below.

Obstacles. Fill in as many bullet point as you can with the obstacles standing in the way of achieving your vision.

- ---
- ---
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- ---



Current Paradigm

1. Embody Resourcefulness.
2. Stay Empowered Despite Circumstance.

Write down your circumstance here.

Write down recurring thoughts/beliefs about that circumstance.

Write down emotions that these thoughts/beliefs create for you.

Turn on awareness switch: Write down alternative thoughts/beliefs you can choose to practice in this circumstance.



Foundation 4: Inspire Positive Action

Delegation Simplified

The prior foundations helped you frame an impactful vision statement and move past obstacles that are keeping you from reaching your vision. Now you must consider how to apply those concepts by using negotiation skills and impactful messaging to achieve buy in and agreement as you delegate tasks as a leader.

Step One: The What. End result that needs to be achieved: paint a clear picture.

Step Two: The How. Provide tools/resources to accomplish “The What.”

Step Three: The Why. Explains the importance and creates buy-in.

Scenario: You are in charge of a community service event to paint over the graffiti on the walls in a public park, and you are approaching one of your team members in order to get them to arrange for the materials you need to put on your event. You need the items for an event on Saturday, three weeks from now. You need: 10+ paintbrushes, 6 gallons of white exterior paint, and supplies to open the paint and stir it. You have a budget of \$100.

What:

How:

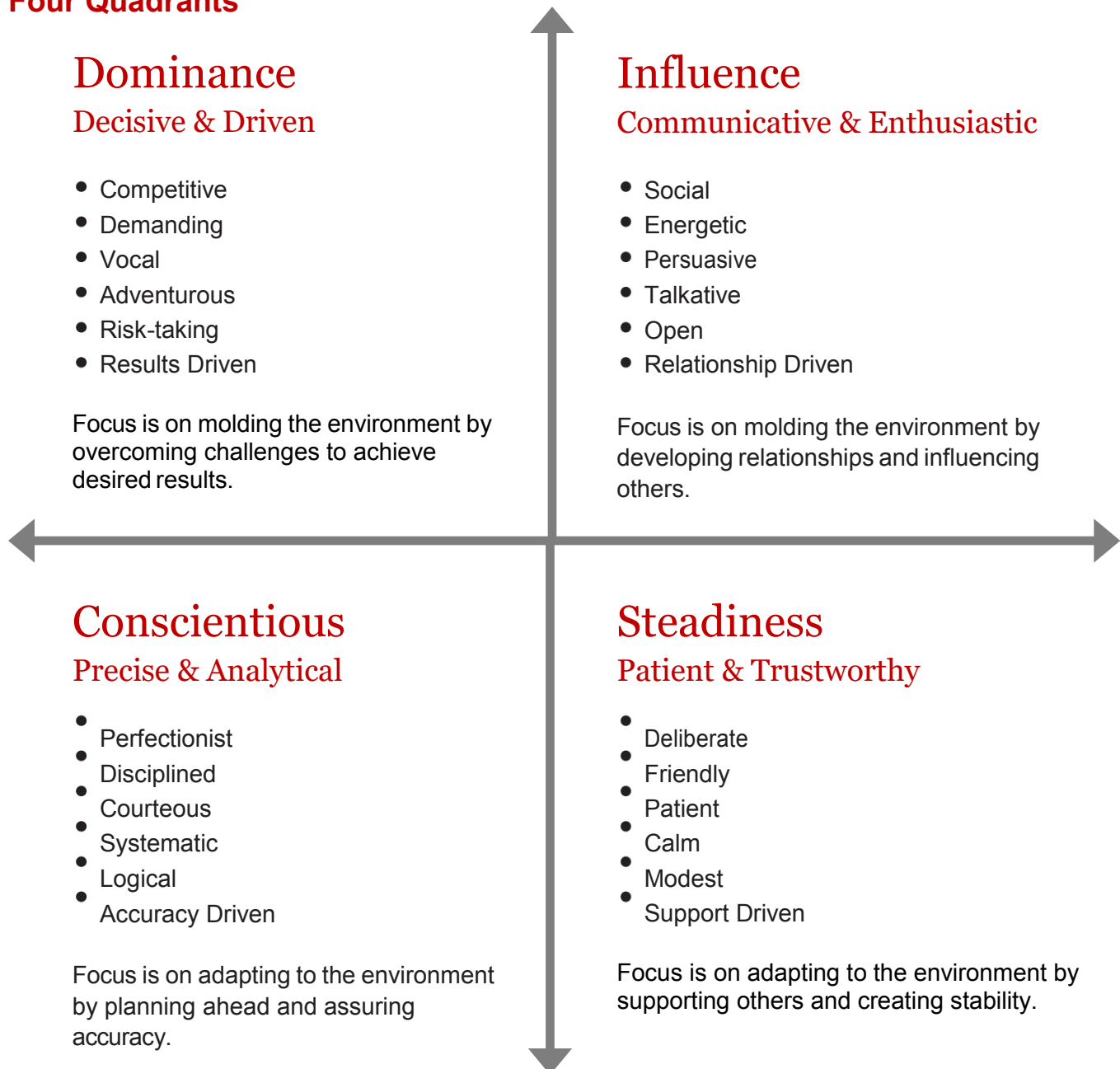
Why:



Foundation 5: Empower Others

As we have learned, moving forward with your vision will require the leadership skill of removing barriers and delegating in an inspiring way. Part of great leadership is helping others use their own gifts, talents and values to help make the world a better place. Understanding your communication style and that of others is critical to successful leaders as they work to achieve their goals. This activity will help you gain awareness of how communication influences your success and that of those around you.

Four Quadrants





Flexible Communication

Dominance

Decisive & Driven

What do they need from me?

Influence

Communicative & Enthusiastic

What do they need from me?

Conscientious

Precise & Analytical

What do they need from me?

Steadiness

Patient & Trustworthy

What do they need from me?



Foundation 6: Seek Constant Improvement

Setting a Milestone

As you learned in Foundation 5, communication is clearly important in your success as a leader. In this activity, you will be considering your shared vision statement and start to identify goals that will help you move toward achieving it.

Write your shared vision statement in the space provided.

Choose a goal to focus on. Think about your shared vision statement. What are the first few goals that you should undertake to reach your vision? In the space below, you will write down at least one goal that you need to work on over the next 12 months.

Choose the first milestone toward accomplishing your goal. Now, consider how you will know that you are reaching your goal? How will you measure your success along the way? What are the milestones you need to meet and in what timeframe? Fill in each of the sections below.

Milestone	Deadline
Specifics of what “success” looks like	



Success Networking Team Meeting Information Guide

Implement the Four-Step Process:

Go around the circle using steps one through three for each member. Once all team members have completed the first three steps, go around the team again and have each person finish with step four. Be conscious of time and have respect for others.

1. **Progress Report** – 1 minute

Report on progress with action steps since the last meeting.

2. **State Goals/Desired Outcomes** – 2 minutes

Share a goal you would like to accomplish. Your goal may be long-term and at each meeting you will commit to new action steps toward achieving it. Examples include: choosing a major, starting a career, finding an internship, improving physical health, overcoming challenges, implementing any topics covered in the speaker broadcasts, improving a personality trait or habit, etc. Focus on what's most important to you when setting goals. The goals that you set at your meeting should be your own individual, personal goals (not group goals).

Think about what you learned on your Leadership Training Day to help you focus and choose, and always ask yourself: Is this a S.M.A.R.T. goal?

- **Specific:** Avoid generalities! Your goal should have specific details so you know what you're achieving.
- **Measurable:** Make sure you have solid criteria for establishing your progress toward your goal.
- **Achievable:** It doesn't have to be simple or easy, but it should be within the realm of reality.
- **Rewarding:** Your goal must be something that is meaningful and worthwhile.
- **Timely:** Having specific dates for beginning and finishing goals keeps you on track.

3. **Ideas/Suggestions** – 5-7 minutes

Receive ideas/suggestions from your team. Contributions can include sharing perspective, insights, ideas, contacts, resources and time. When making suggestions, it is important to speak from experience rather than using "you should" statements. If time is up and team members still have suggestions to share, write them down on the index cards and pass them out at the end of the meeting. STOP HERE, and complete the above steps for each team member before moving on to Step Four.

4. **Action Steps** – 1 minute per person

Make a commitment to taking action steps toward your goal by the next meeting. Note the difference between Step Two in which you share your desired outcome, and Step Four in which you choose specific actions you will take after hearing ideas from your teammates. The group holds one another accountable for completing these actions, so you should take them very seriously and only commit to actions you know you will take.



Conclude the Meeting:

Discuss when the next meeting is and write the date on the SNT form.

Congratulations!

You have completed your Leadership Training Day, and are well on the way to induction in The NSLS. Beyond induction are a host of expanded membership benefits, and a lifelong journey of leadership that will help to make a better world.

So where do you go from here?

At your Orientation, we explained the Steps to Induction. You have completed at least two of those steps, and below are the exact actions you need to take to cross the line into inducted membership with The NSLS.

- ☒ Orientation
- ☒ Leadership Training Day
- ☐ Success Networking Team Meeting 1
- ☐ Speaker Event 1
- ☐ Success Networking Team Meeting 2
- ☐ Speaker Event 2
- ☐ Success Networking Team Meeting 3
- ☐ Speaker Event 3



Induction