

# SHOPLAND

## COACHING

# TOASTMASTERS WINNING TEAM

## SUCCESS GUIDE

Improve communication, collaboration and self-leadership.

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### **The 5 Essentials of a Successful Team**

- **Meaningful and Common Purpose:** What we do matters.
- **Specific Performance Goals:** Clear expectations for everyone.
- **Complementary Skills:** Everyone brings unique strengths.
- **Strong Commitment:** Showing up for the team.
- **Mutual Accountability:** We succeed together or fail together.

### **Strengthen Communication**

- I am clear when I give instructions.
- I double-check if I'm not sure what's needed.
- I update others if I'm absent or delayed.
- I treat others with respect in my tone and words.

### **Enhance Collaboration**

- I participate in regular team "huddles."
- I listen to and support other team members.
- I know we each have different strengths.
- I always inform when I cannot complete something.

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“Individual commitment to a group effort  
- that is what makes a team work, a company work,  
a society work, a civilization work.”

- Vince Lombardi

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### SELF-LEADERSHIP

Improve the team and your own job satisfaction.

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#### **Build Self-Leadership**

- Take ownership
- Act with initiative
- Stay positive and professional under pressure
- Set the tone for others

#### **Toastmasters success has 3 S's.**

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What is one way I can lead myself better?

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#### **We Appreciate Your Feedback**

- Please take a couple of minutes and complete this survey.



@JimShopland



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“Leaders must experience personal change before they can implement public change.”

- John C Maxwell