

# SHOPLAND

## COACHING

### BRIDGING GENERATIONS

Communication and Mentorship in Today's Workplace

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#### **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.

#### **Mentorship**

- Experienced & Knowledgeable
- Positive & Supportive
- Respectful & Caring
- Committed & Dependable

#### **Leadership**

- Develop a clear vision that guides you and your team.
- Connect with others by building trust.
- Clarify choices and determine action to take and when.
- Adjust communication style to achieve goals.

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The greatest danger in times of turbulence is not the turbulence, it is to act with yesterday's logic.

- Peter Drucker

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### SELF-LEADERSHIP

Invest in yourself at least 50% of the time.

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

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

#### **In times of stress we sink to the level of our training.**

- Take time to invest in yourself
- Protect the asset
- We only have 24 hangers
- Take action

What is one way you can lead yourself better at work?

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**Complete the Survey for a chance at a \$25 Gift Card.**



#### **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