



TRACK 3: WHAT'S SHAKIN' YOUR LADDER? COACHING WITH SAM CHAND

NEXT STEPS

LESSON 1: GETTING ON TRACK, STAYING ON TRACK

I. [Click here](#) to watch the video by Sam Chand on **Essential 1: Focus: Finding and Maintaining What's Important**, and complete the following outline:

1. You get your focus by doing some **internal** work.
2. Your focus does not come from the **outside**; it comes from the **inside** .
3. Leaders lose their focus because of two things: **people** and **complications**.
4. The **simpler** your focus, the **longevity** increases.
5. Be careful of who is at your **innermost** table.
6. Take your **present** focus and **simplify** it.

After watching the video, answer these questions about your purpose:

1. What do you believe is the reason you were put on this planet?

2. What is your focus, or what needs to be brought into focus?

3. How hard are you willing to fight to be focused and stay focused? Explain your answer.

4. Describe a time when clarity wasn't initially a problem, but keeping your focus became a challenge.

5. What are the few things you intend to do well during this season of your life (or for the rest of your life)?

II. [Click here](#) to watch the video by Sam Chand on Essential 2: **Vision: Learning How to Cast a Clear Vision**, and complete the following outline:

1. Vision casting is never about your **vision** .
2. Vision casting is about **who** is your audience.
3. Five categories of people within every organization:

Excited Embracers _____ %

Early Embracers _____ %

Middlers _____ %

Late Embracers _____ %

Never Embracers _____ %

4. Take the **positive** influencers and release them on the **middlers**.

After watching the video, answer these questions about vision casting:

1. Make a list of your leaders (at every level, paid and non-paid) and identify the category that characterizes each one. What did you learn from this exercise?

2. Take a close look at your organization. Which category of responders have you spent the most of your time focusing on?

3. What have been the results of those people being your focus?

4. How could making a change (that is, focusing much more on the excited and early embracers) help your organization's vision become a reality?

III. [Click here](#) to watch the DVD by Sam Chand on Essential 3: **Communication: Saying It in a Way that Everyone Gets It**, and complete the following outline:

All Communication Is about Four Things:

1. **talking**
2. **listening**
3. **including**
4. **credibility**

It is better to **have** the information and not **need** it than to **need** the information and not **have** it.

Your communication is received through a filter called **credibility**.

After watching the video, define and describe the four components of communication:

1. Talking:

2. Listening:

3. Including:

4. Credibility:

After you've completed the assignments, save this PDF and email it to your coach.



TRACK 3: WHAT'S SHAKIN' YOUR LADDER? COACHING WITH SAM CHAND

NEXT STEPS

LESSON 2: THE TEAM IS EVERYTHING

I. [Click here](#) to watch the video by Sam Chand on **Essential 1: Choosing Your Team**, and complete the following brief outline:

Team Building:

1. **Proper people placement prevents problems!**
2. Teams are built based on two things: **crisis** and **fun**.

How to identify team players:

1. Keep an eye on people during **difficult times** .
2. You have to be really good at answering the following 3 questions:

Who do I **retain**?

Who do I **retrain**?

Who do I **release**?

Dr. Chand emphasizes the importance of being able to identify those within your organization who are team players. After considering the 3 questions he presented, how are you affected by this?

1. What changes do you need to make within your organization?

2. How is your credibility affected if you don't make these changes?

3. What adjustments can you make to ensure you choose the correct members for your team?

II. [Click here](#) to watch the video by Sam Chand on **Essential 2: Leadership Development**, and complete the following brief outline:

Three basic ways to do leadership:

1. Do it all yourself – that is too much **work**.
2. Hire it out – that is too much **money**.
3. Develop leaders – that is too much **time**.

Development vs. Training

1. Training is focused on a **task**.
2. Development is always about **people**.
3. Development should come before **training**.

As soon as the leader moves from **projects** to **people** they have made a major leap forward – not everyone good with projects will make the transition to leading people.

Functional Leaders vs. Organizational Leaders:

1. Functional leaders are people who started working with **things**.
2. Organizational leaders are people who work with **people**.
3. Just because someone can work with **things** doesn't mean they can work with **people**.
4. Development should be **incremental**.

After watching the video, answer the following questions:

1. How do you develop people so that they don't just do the job, but instead, they see the importance of the broader range of thinking past the task to the person?

2. Share a time in your career when the task became more important than the people. How was your organization affected?

After you've completed the assignments, save this PDF and email it to your coach.



TRACK 3: WHAT'S SHAKIN' YOUR LADDER? COACHING WITH SAM CHAND

NEXT STEPS

LESSON 3: LEADERSHIP AND CHANGE

I. [Click here](#) to watch the video by Sam Chand on the topic of **Essential 1: Change vs. Transition**, and complete the following brief outline:

1. Problems are never in the **change** . All problems reside in **transitions**.
2. Change = **external** .
3. Transition = emotional, relational, **internal** communications.
4. When you make a change, you have to consider the **ripple** effect.

II. [Click here](#) to watch the video by Sam Chand on **Essential 2: Conflict**, and complete the following brief outline:

1. Six words to consider when dealing with conflict: **expectation, reality, what, who, health, unresolved.**
2. When an **expectation** is disappointed, delayed, or deferred, the **reality** moves farther away. Clarify your expectation and your reality will be better.
3. Keep the conversation on the **what** and don't go to the **who**. There is a better opportunity for dealing with conflict when you focus on the details and not on the people.
4. You can only resolve conflict as a leader if you are **healthy** yourself. It's all about the internal health of the leader who can create external health.
5. The biggest killer of organizations and relationships is **unresolved conflict.**
6. Share about a time when unresolved conflict affected your business or organization. In what way could this have been avoided?

After you've completed the assignments, save this PDF and email it to your coach.



TRACK 3: WHAT'S SHAKIN' YOUR LADDER? COACHING WITH SAM CHAND

NEXT STEPS

LESSON 4: THE NECESSITY OF ALIGNMENT

I. [Click here](#) to watch the video by Sam Chand on **Essential 1: Organizational Congruence**, and complete the following brief outline:

Organization congruence is like a car with four wheels:

1. vision
2. core values
3. strategy
4. capacity

They all have to be in alignment and rotate in the same direction.

1. Vision answers what
2. Core values answer why
3. Strategy answers how
4. Capacity answers how much

Vision has to be clear. Core values provide the strong why. Strategy is the capacity of your material. Internal capacity is understanding what needs to be increased.

Consider your organization or business. Take the time to fill in each of the categories below to determine if your organization is in alignment.

Vision:

Core Values:

Strategy:

Capacity:

II. [Click here](#) to watch the video by Sam Chand on **Essential 2: Decision Making**, and complete the following brief outline:

Two Types of Decisions:

1. **Principled**-based decisions
2. **Situational**-based decisions

How to Make Decisions:

Four questions needing to be asked in this order when making decisions:

1. Is this congruent with our **vision, mission, and core values**?
2. Do we have the **capacity** to accomplish this?
3. How will this **advance** my community, our vision and glorify God?
4. How much will this **cost**? Not do we have the money.

Briefly describe situational decisions:

Briefly describe principled decisions:

III. [Click here](#) to watch the video by Sam Chand on **Essential 3: Financial Management**, and complete the following brief outline:

Financial Decisions:

1. Financial management is not about understanding **money**, it's about understanding the **business model**.
2. Financial management is not about the **numbers**, it's about the meaning of the numbers.

After watching the video, answer these questions:

1. Who do you have on your team who can take the financials and say this is what this means?

2. What changes do you need to make to manage finances more effectively?

3. On a scale of 0 (not at all) to 10 (outstanding), rate the value of the help you currently give to your clients in the area of financial management. Explain your answer.

4. What is one thing you can do to improve as a coach in this area?

After you've completed the assignments, save this PDF and email it to your coach.



TRACK 3: WHAT'S SHAKIN' YOUR LADDER? COACHING WITH SAM CHAND

NEXT STEPS

LESSON 5: MANAGING TIME, MANAGING PEOPLE

I. [Click here](#) to watch the video by Sam Chand on **Essential 1: Time Allocation** and [click here](#) to watch **Control vs. Delegation**, and complete the following brief outline:

Allocation vs. Management:

1. There is no such thing as **time management**.
2. Time allocation means **putting time to a function**.
3. You can manage your **function** by allocating time.

Breakdown of Delegation:

1. There is a difference between **dumping** and **delegating**.
2. Delegation says, "You can do it **better** than me."

3. On the other hand, what negative consequences have you experienced when you chose to remain in control of a responsibility that should have been delegated?

4. On any typical day, how are you prepared for unforeseen interruptions? Explain your answer.

After you've completed the assignments, save this PDF and email it to your coach.



TRACK 3: WHAT'S SHAKIN' YOUR LADDER? COACHING WITH SAM CHAND

NEXT STEPS

LESSON 6: MAKING A DIFFERENCE

I. [Click here](#) to watch the video by Sam Chand on the topic of **Essential 1: Execution** and [click here](#) to watch **Future Thinking**, and complete the following brief outline:

Execution:

1. Execution simply defined is **getting things done**.
2. The Execution Question: **who** does **what** by **when** .

Future Thinking:

1. We talk more about the **past** and **present** than we talk about the **future** .
2. The opportunity of a **lifetime** must be utilized in the lifetime of the **opportunity** .
3. Opportunities are never **postponed** ; they are **lost**..

3. Dr. Chand challenged us to answer two specific questions:

What are you doing to increase your future thinking?

Who are those around you that can look around the corner, see tomorrow, and prepare for it today? (What are some ways you can take advantage of their vision and perception?)

4. No matter how wonderful our plans may look, they will fail if we can't execute them. Rate your leadership on a scale from 0 (very poor) to 10 (excellent) in helping your team identify the who, the what, and the when of your teams plans. For each one, what is one thing you can do to improve?

—The who:

—The what:

—The when:

5. After reflecting on the section in Lesson 6 about your legacy, what are you doing now that contributes to the legacy you want to leave? What needs to change?

II. [Click here](#) to watch the video by Sam Chand on the topic of **Essential 2: Legacy**, and complete the following brief outline:

1. It's not the **years** in your lifetime, it's the **lifetime** in your years.
2. Inheritance is **what** you'll leave behind; legacy is **who** you'll leave behind.
3. What are some ways you can help your clients clarify their desired legacies and take bold steps to make a difference that lasts long after they've left the scene?

After you've completed the assignments, save this PDF and email it to your coach.