



TRACK 4: 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 DVD by Sam Chand on Essential 1: **Focus: Finding and Maintaining What's Important**, and complete the following outline:

1. The **higher** you go, the **greater** the challenge.
2. The greatest challenge a leader faces is not **getting** focus, but **keeping** focus.
3. **Keeping** focus is difficult because the more you **do**, the more **opportunities** come your way.
4. The challenge: how do you stay **laser**-focused?

Pastor Scott Wilson created this acronym:

- F - **first things first**
- O - **other things second**
- C - **cut out the unimportant**
- U - **unify behind the vision**
- S - **stick with it**

5. To stay focused, you have to understand what is **first** and what is **second**.
6. Everybody has an **agenda** for you.

For believers:

What Satan can't **pollute**, he'll **dilute**.

When you go off **focus**, you go off **message**.

It is difficult to follow a leader, who is **off focus**.

7. The key to staying focused: Focus on a **few** things, not **a lot** of things.
8. You can't do everything without becoming **mediocre** and **average**.
9. Instead of being a **mile** wide and an **inch** deep, be an **inch** wide and a **mile** deep.
10. Do **a few things** well.
11. Find what your **focus** is, determine what you **do well**, **get back** to your focus, and **fight** with every fiber in your body to keep your focus.

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

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

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

1. How you **cast** a vision makes all the difference.
2. Most people don't know how to **read** the waters and how to cast their **vision**.
3. Five categories of people within every organization:

Excited Embracers	<u>2%</u>
Early Embracers	<u>18%</u>
Middlers	<u>60%</u>
Late Embracers	<u>18%</u>
Never Embracers	<u>2%</u>

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:

Communication: Two Types of People—Abstract and Concrete

1. Abstract people communicate in big, **global terms**.
2. Concrete people can only deal with **specific communication**.
3. Abstract communicators can be **both**.
4. Concrete communicators can only be **concrete**.

All Communication Is about Four Things:

1. **Talking**
2. **Listening**
3. **Including**
4. **Credibility**

The Worst Communication Habits:

1. Contacting others only when you **need** something.
2. Not **following** up or closing the loop.
3. Not **returning** phone calls or emails.
4. Foregoing basic **courtesy**.
5. Not **listening**.
6. Focus on the **negative**.

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

1. Talking:

2. Listening:

3. Including:

4. Credibility:

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NEXT STEPS

LESSON 2: THE TEAM IS EVERYTHING

I. [Click here](#) to watch the DVD 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.**

II. [Click here](#) to watch the DVD 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.

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?**

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LESSON 3: LEADERSHIP AND CHANGE

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

Definitions:

1. Change = Event or end result of a decision . . . **external**
2. Transition = Emotional, relational, financial and psychological processing of change . . . **internal**

Transitional issues, not change will create problems – foresee and create a **strategy** for transitions.

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

1. Absence of conflict does not mean **progress**.
2. You will **never** please everybody—expect **blood** on the floor.

EXPECTATION ◀ **CONFLICT** ▶ REALITY

Every conflict sentence will begin with these two words:

"I thought...."

3. The leader's **health** is the biggest factor.
4. Any time you move from the **what** to the **who**, the problem escalates.
Deal with the **what** first (resolve it with the future in mind) before dealing with the **who** (the people responsible).

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NEXT STEPS

LESSON 4: THE NECESSITY OF ALIGNMENT

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

Is the organization aligned with the leader's vision and core values?

- a. **Vision** (What)
- b. **Strategy** (How)
- c. **Core Values** (Why)
- d. **Capacity** (People, facilities, finances, etc.)

During the video, Dr. Chand describes the Strategic Planning Grid and instructs us how to complete it. After watching the video, identify a single goal and complete the exercise:

STRATEGIC PLANNING GRID

What?

Why?

Who?

How?

When?

How much?

Accountable to whom?

Evaluation process:

II. [Click here](#) to watch the DVD by Sam Chand on **Essentials 2 and 3: Decision Making and Financial Management**, and complete the following brief outline:

Two Types of Decisions:

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

Situational decision starts with the words "**It depends.**"

The toughest decisions you make in life are going to call upon the **principles** in your life.

How to Make Decisions:

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

1. Does this go along with our **vision, mission, and core values**?
2. Do we have the internal **capacity** of heart to accomplish this?
3. Faith-based goals: How will this **glorify** God?
Corporate goals: How will this positively **influence** and **impact** my community?
4. How much will this **cost**? (Not, do we have the money?)

Financial Decisions:

1. Making financial decisions are hard because many of us aren't **equipped** to make them.
2. Most leaders find themselves in positions for which they are not prepared, especially in **financial** management.
3. Unless you've learned how to deal with top-level finances, **surround** yourself with people of great financial knowledge.

Final recap:

“Make **decisions**, know your **principles**, ask these four questions, and get **help** in finances.”

After watching the video, answer these questions:

1. What changes and resources do you need in order to craft a more effective decision-making process?

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?

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LESSON 5: MANAGING TIME, MASSAGING PEOPLE

I. [Click here](#) to watch the DVD by Sam Chand on **Essentials 1 & 2: Time Allocation and Control vs. Delegation**, and complete the following brief outline:

Allocation vs. Management:

1. You can only manage things you can **control**.
2. You can't **manage** time; but you can **allocate** it.
3. Managing time is like **raking water**.

Allocating Time:

1. Schedule your **priorities** instead of prioritizing your schedule.
2. Decide how to deal with **interruptions**.
3. How you **maximize** your day is all about time allocation.
4. Some people **spend** time; some people **invest** time.

Fine Art of Delegation:

1. There is a fine line between **delegating** and **dumping**.
2. Delegation says, "You can do it **better** than me."
3. If you don't **delegate**, and delegate to the **right people**, you wind up **controlling** the whole situation.
4. Allocate your **time**, recruit with **respect**, delegate with **authority**, and take your hands off the **control**.
5. Let people **flourish**; they're waiting for that!

After watching the video, answer the following questions:

1. List your strengths and weaknesses in the area of time allocation.

2. Dr. Chand stated that there's a fine art to delegating. For leaders to properly allocate their time and energy, they have to relinquish some control to competent people. What benefits have you experienced from delegating responsibilities to others?

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.**

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NEXT STEPS

LESSON 6: MAKING A DIFFERENCE

I. [Click here](#) to watch the DVD by Sam Chand on the topics of **Essentials 1 & 2: Execution and Future Thinking**, and complete the following brief outline:

Future Thinking:

1. We talk more about yesterday than tomorrow.
2. If you want to go into the future, you must have people around you who are tuned into the future.
3. The opportunity of a lifetime must be utilized in the lifetime of the opportunity.
4. Every opportunity has a shelf life.
5. Opportunities are never postponed; they're only cancelled.

Execution:

1. In most organizations, more is **said** than **done**.
2. Here's the magic question: **Who** does **what** by **when**?
3. Never use the phrase "**as soon as possible**" when giving a deadline. Your "as soon as possible" is always going to be **sooner** than somebody else's **possible**.
4. Execution calls for persons (**who**), with clear specifications (**what**), and a clear time line (**when**).
5. People don't do what you **expect**; they do what you **inspect**.

After watching the video, answer the following questions:

1. In your organization, how much time is allocated to future thinking? (Consider researching, brainstorming, dreaming, and planning for the future instead of analyzing past successes and failures.) Is it enough? Why or why not?

2. What are some reasons so many leaders and teams spend so much time analyzing the past instead of pursuing the future? How does this myopia affect the leader, the team, and the results?

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?

6. **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?**

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