



HUMAN*
SKILLS

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Self-guided Early Careers Program

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Self-guided Leadership Development Program

Welcome to your early career development Program!

This guide is designed to help you enhance your work and life skills and abilities through a comprehensive ten-step journey. Whether you are a recent graduate looking to develop essential professional skills or an emerging leader seeking to sharpen up for the next level, this program will provide you with valuable insights and resources.

Each step of this program focuses on a specific professional skill, providing a brief description of the skill, its usefulness in work and life, and recommendations for further learning. We have carefully curated relevant books, YouTube videos from renowned thought leaders and podcast episodes from insightful speakers, allowing you to delve deeper into each skill.

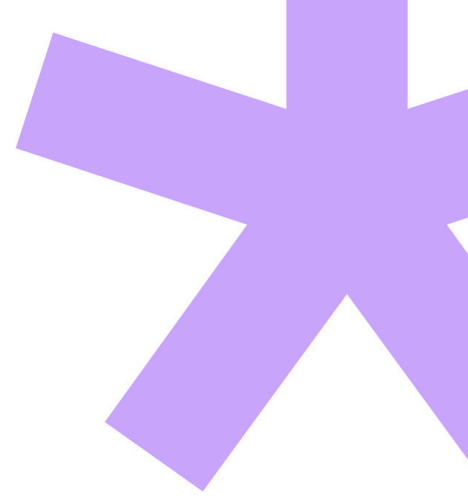
To make the most of this program, we recommend following the steps sequentially. Take the time to watch the suggested YouTube videos and listen to the podcast episodes. Afterward, reflect on the provided questions to deepen your understanding and apply the concepts to your own leadership journey. Feel free to engage with the content at your own pace, taking breaks for reflection and practice. Putting the skills in to action, in different contexts, will make a huge difference to your learning at each stage.

You may also like to find a buddy, mentor or leader who can discuss these concepts with you and bounce ideas. Leadership is an ongoing journey, and everyone needs to find their own style that works for them. Dialogic learning can help develop your own thinking and offer different perspectives.

Human Skills Co provides a range of ways we can support you on this journey, as the missing piece is accountability, time and someone to hold space and share knowledge. If you would like to explore coaching, online courses or tailored online or in-person training solutions, you can reach out at hello@humanskills.com.au or book in for a chat with us: <https://calendly.com/bethanwinn/human-skills-say-hello> - we would love to hear from you!

So, let's begin this transformative learning journey together!





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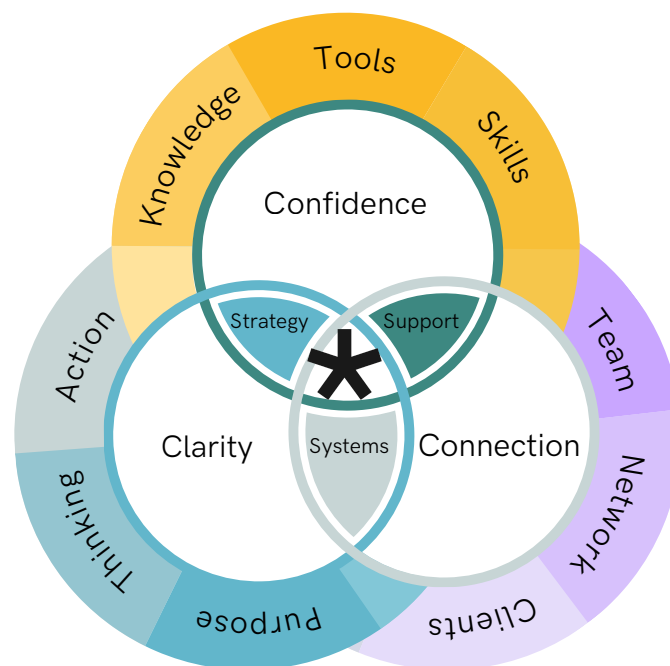
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The Human Skills Method to achieving confidence, clarity and connection:



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10. Ownership



* YOUR INSTRUCTOR



BETHAN WINN

Director of Learning

Bethan Winn is an engaging, accomplished speaker, facilitator and author, specialising in critical and creative thinking, decision making, problem solving and communication skills

She has over two decades of experience in education and training across government, business, NFP and education sectors.

Passionate and practical, she can help you get clarity, build confidence and leadership skills and take your thinking to the next level. She'll empower you with the tools you need to make a difference to **your** career or the bottom line of the business.

Connect with Bethan on hello@bethanwinn.com, on LinkedIn here:

<https://www.linkedin.com/in/bethanwinn/>

or find her on instagram or facebook!



HOW TO GET THE BEST FROM YOURSELF

This is an active learning experience. That means you need to apply the learning, take action and reflect on the outcomes to get the best from it. How can you help yourself achieve this?

01

TURN UP AND DO IT!

Block time each week for the sessions and your reflections. Tell those around you you are not available at that time and commit to little steps that will help you achieve the giant leaps.

02

LEAD YOURSELF

Take ownership of your learning, ask questions to clarify meaning, take responsibility for the tasks. Be the 20% that get 80% of the value, not the other way round.

03

(HAND)WRITE AND DISCUSS

Handwrite notes in your own words and discuss your interpretation of the resources with a friend. Dialogic learning help cement information and writing helps you process.

04

EXPERIMENT, APPLY AND REPORT BACK

Test the ideas, apply them in real life and report on your progress. Let us know what works and work needs refining and feel free to ask questions.

hello@humanskills.com.au or find us on LinkedIn!



Step 1: Effective Communication

Description: Developing the ability to convey ideas clearly, listen actively, and foster open dialogue.
Usefulness for leaders: Communication is crucial for building trust, managing conflicts, and inspiring teams.

- YouTube Video: [How Great Leaders Inspire Action by Simon Sinek](https://youtu.be/qp0HIF3SfI4)
- <https://youtu.be/qp0HIF3SfI4>
- Podcast Episode: How to speak so everyone hears you: Diary of a CEO
- <https://youtu.be/vE1KnWX2thQ>

Reflection Questions:

1. How can you enhance your active listening skills in your personal and professional interactions?
2. What strategies can you implement to foster open and honest communication within your team / family / organization?
3. Reflect on a situation where effective communication positively influenced the outcome. What specific communication techniques were utilized?

Step 2: Emotional Intelligence

Description: Understanding and managing emotions in oneself and others, and using that awareness to guide behavior.

Usefulness for leaders: Emotional intelligence enhances empathy, decision-making, and interpersonal relationships.

- YouTube Video: The Power of Emotional Intelligence by Daniel Goleman
- <https://youtu.be/X2Vk9uuFn-Q>
- Podcast Episode: Emotional Intelligence: The Key to Effective Leadership from Harvard Business Review's IdeaCast
- <https://hbr.org/ideacast/2015/02/emotional-intelligence-the-key-to-effective-leadership>
Further Reading: Emotional Intelligence by Amy Jacobson

Reflection Questions:

1. How does emotional intelligence impact your interactions with others in your personal and professional life?
2. In what ways can developing emotional intelligence enhance your leadership effectiveness?
3. Can you recall a situation where emotional intelligence played a significant role in resolving a conflict or building relationships? How did it contribute to a positive outcome?



Step 3: Strategic Thinking

Description: Developing the ability to think critically, anticipate trends, and create long-term plans.

Usefulness for Leaders: Strategic thinking helps leaders navigate complexity, seize opportunities, and drive innovation.

- YouTube Video: Mastering the art of strategy with Richard Rumelt
- <https://youtu.be/qvqtCMIZiY8>
- Podcast Episode: Growth Manifesto Podcast: A new way to think about strategy and business | Roger Martin
- <https://youtu.be/uGC6s9fLqD8>

Reflection Questions:

1. How can you enhance your critical thinking skills to make more informed and strategic decisions?
2. What steps can you take to proactively anticipate future trends and changes in your industry or organization?
3. Reflect on a time when strategic thinking played a pivotal role in achieving a significant goal. What strategies or approaches were employed?

Step 4: Decision-Making

Description: Enhancing the ability to analyze information, evaluate options, and make effective decisions.

Usefulness for Leaders: Strong decision-making skills lead to better problem-solving and successful outcomes.

- YouTube Video: Are we in control of our decisions? Dan Ariely Ted talk
- https://www.ted.com/talks/dan_ariely_are_we_in_control_of_our_own_decisions?language=en
- Podcast Episode: Making Smarter Decisions from The Knowledge Project with Shane Parrish
- <https://fs.blog/knowledge-project-podcast/tkp-insights-decision-making/>

Reflection Questions:

1. What decision-making frameworks or techniques can you implement to improve your decision-making process?
2. How can you balance analytical thinking with intuition when making important decisions?
3. Reflect on a difficult decision you've made in the past. How did you approach it, and what lessons did you learn from the outcome?



Step 5: Coaching and Mentoring

Description: Developing the capacity to guide, support, and develop individuals and teams.

Usefulness for Leaders: Effective coaching and mentoring foster growth, increase engagement, and build talent.

- YouTube Video: Coaching techniques and mindset by Marshall Goldsmith
- <https://youtu.be/vWQq2IQ9YS0>
- Coaching for Leaders: Episode 599: The Art of Mentoring Well, with Robert Lefkowitz
- <https://coachingforleaders.com/podcast/art-of-mentoring-well-robert-lefkowitz/>
- Further Reading: The Coaching Habit by Michael Bungay-Stanier

Reflection Questions:

1. How could you practice and enhance your coaching and mentoring skills to support the growth and development of others?
2. What strategies can you employ to create a culture of continuous learning and feedback within your team or organization?
3. Reflect on a time when coaching or mentoring made a positive impact on someone's professional or personal development. What specific approaches were utilized?

Step 6: Adaptability and Resilience

Description: Cultivating flexibility, agility, and the ability to bounce back from setbacks.

Usefulness for Leaders: Adaptability and resilience enable leaders to navigate change, inspire others, and overcome challenges.

- YouTube Video: Building Resilience by Susan David
- <https://youtu.be/oNqut813pas>
- Podcast Episode:
- Can You Build Your Resilience Muscles? Rick Hanson on Making Positive Psychology Work
- <https://www.michellemcquaid.com/podcast/can-you-build-your-resilience-muscles-podcast-with-rick-hanson/>
- Further Reading: Who Moved my cheese? By Spencer Johnson
- Quiz: Emotional Agility Quiz: <http://quiz.susandavid.com/s3/eai>

Reflection Questions:

1. How do you typically respond to change or adversity? How can you enhance your adaptability and resilience?
2. What strategies can you employ to foster a culture of resilience within your team or organization?
3. Reflect on a challenging situation you've faced and how your adaptability and resilience played a role in overcoming it. What lessons did you learn from that experience?



Step 7: Collaboration and Team Building

Description: Enhancing skills in building high-performing teams, fostering collaboration, and leveraging diverse perspectives.

Usefulness for Leaders: Collaboration and team building drive innovation, create synergy, and achieve collective goals.

- YouTube Video: The five dysfunctions of a team by Patrick Lencioni (summary)
- <https://youtu.be/r1W0uAnxDFc>
- Podcast - At the Table with Patrick Lencioni - all about teamwork:
<https://podcasts.apple.com/au/podcast/at-the-table-with-patrick-lencioni/id1474171732>

Reflection Questions:

1. How can you foster a collaborative environment that values diverse perspectives and promotes teamwork?
2. What strategies can you employ to build trust and create a sense of belonging within your team or organization?
3. Reflect on a successful team collaboration experience. What factors contributed to its success, and how can you replicate those factors in future collaborations?

Step 8: Visionary Leadership

Description: Developing a compelling vision, inspiring others, and leading with purpose.

Usefulness for Leaders: Visionary leadership motivates teams, creates alignment, and drives organizational success.

- YouTube Video: How Great Leaders Create and Share a Positive Vision by John Kotter
- <https://www.youtube.com/watch?v=j6r3wmgzAE8>
- Podcast Episode: Top Strategies for Leading a Team Toward a Vision with Louie Giglio
- The EntreLeadership Podcast:
<https://podcasts.google.com/feed/aHR0cHM6Ly9mZWVkcyc5tZWdhcGhvbmUuZm0vUk02ODU1NDA0OTUy/episode/MDgzYTQwNzUtNTk2MC00NDRkLWJjNGQtMzBkMDEwYjI1ZjJm?sa=X&ved=0CAUQkfYCahcKEwjQnuef0YiAAxUAAAAAHQAAAAQAQ>

Reflection Questions:

1. What is your personal leadership vision, and how can you effectively communicate it to inspire and motivate others?
2. How can you align your team / family / organization's goals with a larger vision to drive meaningful change?
3. Reflect on a time when you witnessed or experienced the power of visionary leadership. How did it inspire and drive positive change? What lessons can you draw from that experience to enhance your own visionary leadership abilities?





Step 9: Delegation

Description: The process of assigning tasks and responsibilities to others and effectively following up.
Usefulness for Leaders: Allows you to leverage the strengths of the team members, focus on high-level strategic initiatives, and foster growth and development within their organization.

- YouTube video: "The Power of Delegation: How to Delegate Effectively" by Brian Tracy (<https://www.youtube.com/watch?v=hmNnwX4Fav8>)
- Podcast: "The Art of Delegation" from The EntreLeadership Podcast (<https://www.entreleadership.com/blog/podcasts/chris-hogan-the-art-of-delegation>)

Reflection Questions:

1. How well are you currently delegating tasks within your team or organization, and what are the potential benefits of improving your delegation skills?
2. What are the key criteria or considerations you should keep in mind when determining which tasks to delegate and to whom?
3. How can you ensure effective communication and follow-up when delegating tasks to ensure successful outcomes and maintain accountability among team members?

Step 10: Ownership

Description: Ownership is the sense of responsibility and accountability one takes for their actions and decisions.

Usefulness for leaders: fosters commitment, initiative, and a proactive mindset among leaders and their teams.

- Youtube Video: Extreme Ownership animate summary: <https://youtu.be/KSW7LQaFHTg>
- Podcast Episode: Tim Ferriss podcast: Jokko Willink on Discipline, Leadership, and Overcoming Doubt
- <https://podcasts.apple.com/us/podcast/187-jocko-willink-on-discipline-leadership-and/id863897795?i=1000375612794>

Reflection Questions:

1. How can taking ownership of my role and responsibilities enhance my effectiveness as a leader?
2. In what ways can leaders foster a culture of ownership within their teams and organizations?
3. How can I overcome challenges and obstacles with a proactive and ownership-driven mindset, and how might this positively impact my leadership journey?



Further reading and resources:

Starting point for self awareness / understanding others:

<https://www.crystalknows.com/personality-test> (multiple free tests for you / your team)

<https://www.viacharacter.org/> (free strengths survey)

Also, look at these alongside 'Personality isn't Permanent' by Benjamin Hardy (or his youtube content) to remember the limitations of personality tests!

Book recommendations:

The Human Edge” Critical Thinking in the Age of AI - Bethan Winn

Sun Tzu – The Art of War

Machiavelli – The Prince, The Art of War

7 Habits of Highly Effective people by Stephen R Covey

How to win friends and influence people by Dale Carnegie

Who moved my cheese by Spencer Johnson

Tribal Leadership by Dave Logan, Hallee Fischer-Wright, and John King

Mindset by Carol S. Dweck

48 Laws of Power by Robert Greene

What Got You Here Won't Get You There by Marshall Goldsmith

The Coaching Habit by Michael Bungay Stanier

You don't need an MBA by Alicia McKay

Dare to Lead by Brene Brown

Personality at Work: The Drivers and Derailers of Leadership by Ron Warren

Leading Wisely: Becoming a Reflective Leader in Turbulent Times, by Manfred Kets De Vries

Other useful podcasts:

Tim Ferriss podcast

Connect, Inspire, Create by Carol Clegg

The Radical Candor Podcast by Kim Scott, Jason Rosoff, Amy Sandler, and Brandi Neal

Escent Talks Leadership

Future Women Leadership Series with Helen Mccabe

The EntreLeadership Podcast

Diary of a CEO with Stephen Bartlett

The Strategy Skills Podcast

John Maxwell Leadership Podcast

Harvard Business Review - podcast and lots of great articles.

Interesting thinkers: Derek Sivers, Reshma Saujani, Seth Godin, Mel Robbins, Marie Forleo.

Random viewing: <https://theleadershipfilm.org/watch/>, Ted Lasso, House of Cards, The Sopranos

This list is not exhaustive and provides a starting point for some popular concepts in Leadership in the 21st century. The list is a bit 'western centric' and I encourage you to listen, read and explore the concepts in a way that makes sense for you, and look for role models online and in real life for broader perspectives and more diverse voices.



THANK YOU!

This program was first designed for Ashleigh by Bethan Winn - I hope it helps you on your leadership journey and good luck the next chapter :)

If you got value from this program, please take a moment to tell a friend or colleague about your experience and help them too!

If you need help implementing the learning, reach out to us to discuss in-person or online training.

Word of mouth and social proof are the most powerful forms of marketing. If you really liked it, tell the world via a social media post, a google review or LinkedIn recommendation.

Thank you so much for being part of the journey and reach out to let me know know you get on!

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