

Would I Inspire Me?

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THE VIDEO'S MESSAGE

When workers know their work makes a difference, productivity rises and so does job satisfaction.

- Psychology Today, "Making A Difference at Work" July 22, 2004

What does it take to be an exceptional leader, to inspire a work group to greater commitment and productivity? It's not charisma. Rather, it's **behavior** that any well-intentioned leader can emulate, as demonstrated in the video program "**Would I Inspire Me?**" The video follows Tom, a competent manager, on his quest to find out what makes Elliot, an exceptional manager in his organization, so inspiring to his workers. First, Elliot believes in the importance of their work and communicates that, in words and actions, to his team. He also publicly acknowledges the contributions of each individual. He goes above and beyond the call of duty to support his team. And finally, he treats each person as an individual with interests and goals beyond the job description. When Tom asks if that works, Elliot responds, "If you're sincere about it, yes."

The "**Would I Inspire Me?**" video program gives viewers practical ways to make work life more meaningful, productive, and rewarding for themselves and their team.

HOW TO USE THIS GUIDE



Before beginning your "**Would I Inspire Me?**" workshop, read through this guide. Take special note of the Preparing for the Workshop section. The Planning Considerations and Suggested Group Workshop sections will help you determine your workshop agenda.

Please note that you may present the graphic layouts, located at the end of this guide, on flip charts, overheads or computer video projection. These graphics are also included on the DVD version of this program in two formats: as a menu option that displays the graphics on your monitor, or as a PowerPoint document that can be copied onto a computer's hard drive and displayed from there.

The Participant Handout Section and graphic layouts may be duplicated for use only in training sessions with the program.

KEY TRAINING POINTS

HOW TO INSPIRE YOUR WORK GROUP

Before I can hope to inspire anybody else, first I've got to inspire me.

- "Would I Inspire Me?" video

- **Communicate why work is important**
 - ◆ Use real world examples
 - ◆ Express genuine enthusiasm
- **Acknowledge the contribution of every employee**
 - ◆ Look for reasons to praise people
 - ◆ Convey accomplishments to both co-workers and superiors
- **Support your team**
 - ◆ Pitch in as a team member
 - ◆ Remove obstacles to success
- **Create opportunities for growth**
 - ◆ Go beyond job descriptions
 - ◆ Be aware of people's goals

TRAINING APPLICATIONS



This program easily adapts to leadership workshops for leaders at every level in an organization, including:

- **Managers**
- **Supervisors**
- **Team leaders**
- **Newly appointed leaders**
- **Experienced leaders looking to refresh skills**

PLANNING CONSIDERATIONS

1. **Know Your Audience**
Understand the training needs of your audience and target your workshop accordingly.
2. **Determine Objectives**
Considering your audience and the materials you will be using, decide on the objectives of your workshop.
3. **View Video**
Watch the program. Note situations that relate directly to your audience.
4. **Prepare Environment**
Reserve a comfortable room with easy access for viewing the video and for small and large group discussions.
5. **Prepare Materials**
Use the Training Leader's Checklist to prepare flip charts and/or overheads and photocopy all participant handouts.
6. **Check All Presentation Equipment**
Test all audio and visual equipment **well before** the training session begins. At the beginning of the session, make sure everyone can see and hear the presentation.
7. **Send Out Invitations to Participants**
A sample letter is provided for your use. (page 6)

TRAINING LEADER'S CHECKLIST

1. **Reserve an appropriate location with:**

<input type="checkbox"/> Comfortable seating	<input type="checkbox"/> Easy viewing of visuals
<input type="checkbox"/> Good lighting	<input type="checkbox"/> Adequate writing surface
<input type="checkbox"/> Good acoustics	<input type="checkbox"/> Accommodations for participants with disabilities
2. **Make sure all equipment is working by:**

<input type="checkbox"/> Playing the video to make sure the player, monitor, and sound are all working
<input type="checkbox"/> Checking overhead projector and any additional equipment
3. **Organize and prepare all materials, including:**

<input type="checkbox"/> Training Leader's Guide	<input type="checkbox"/> Overheads and/or flip charts
<input type="checkbox"/> Paper and pencils	<input type="checkbox"/> Worksheets photocopied for participants
4. **Any additional materials (list below):**

SUGGESTED GROUP WORKSHOP



FOR: 2 ½ -HOUR GROUP TRAINING SESSION

Activity	Time	Page(s)
“Would I Inspire Me?” Welcome & Discussion Worksheet #1: “Who Inspired Me?” (Participant Handout)	30 minutes	7 14
“Meaningful Work” Exercise & Discussion Worksheet #2: “Meaningful Work” (Participant Handout)	20 minutes	8 15
Video Presentation, Exercise & Discussion Worksheet #3: “Real World Experiences” (Participant Handout)	45 minutes	9-10 16-17
Break	10 minutes	—
“Action Plan/Self Evaluation” Exercise & Discussion Worksheet #4: “Action Plan / Self Evaluation” (Participant Handout)	30 minutes	11 18-19
Conclusion / Session Evaluation Worksheet # 5: “Session Evaluation Form” (Participant Handout)	15 minutes	12 20

(These times are approximate and may vary depending on the size and responsiveness of your audience.)

SAMPLE INVITATION TO WORKSHOP



This letter can be sent to your participants before the training session.
You can customize it to fit your needs.

(Date)

To: (Participant's Name)
From: (Trainer's Name)
Re: "Would I Inspire Me?"

Before I can hope to inspire anybody else, first I've got to inspire me.

- "Would I Inspire Me?" video

You are invited to attend a leadership workshop, entitled "Would I Inspire Me?" This thought provoking video and training session examine the leadership behaviors that can inspire a work group to greater productivity and job satisfaction. This workshop will cover four "inspiring" leadership practices:

- Communicate why work is important
- Acknowledge the contribution of every employee
- Support your team
- Create opportunities for growth

Please mark your calendar for (insert date, time and place) so you can attend this important training session.

Thank you!

“WOULD I INSPIRE ME?” WELCOME & DISCUSSION



Time Required: ● 30 minutes

Materials Needed: ● Graphic #1 (page 22)
● Graphic #2 (page 23)
● Worksheet #1: “Who Inspired Me?” (page 14)

Reveal Graphic #1:

“Would I Inspire Me?”

Welcome:

Introduce yourself and welcome participants. Ask participants to introduce themselves and describe their job responsibilities.

Read or Paraphrase:

This is a workshop about taking your leadership skills to the next level. The video we will be viewing, “Would I Inspire Me?” demonstrates how a competent leader progresses from managing people to inspiring them. The video offers four leadership practices, which anyone can use to motivate his or her employees to greater productivity and job satisfaction.

Reveal Graphic #2:

Leaders can and do inspire people to perform at a high level on a regular basis.

- Robin Fielder, Inspirational Leadership Management Course

Leaders who develop purposeful relationships are more likely to inspire greater productivity, innovation, and overall employee performance.

- “Grace at Work” TD March 2006

Hand Out Worksheet #1 and Explain:

“Inspire” can seem like a lofty word, but many of us have worked with someone - a manager, a teacher, a coach – who did inspire us. You are being asked on this worksheet to describe a person who inspired you and what he or she did to achieve that.

Small Group Discussion:

After allowing time for participants to complete Worksheet #1, have them get in groups of 3 or 4 to discuss their experiences and the characteristics their inspiring role models may have had in common.

Large Group Discussion:

Ask participants to share some of their experiences described on the worksheets *and* the characteristics of the people who inspired them.

“MEANINGFUL WORK” EXERCISE & DISCUSSION



Time Required: • 20 minutes

Materials Needed: • Graphic #3 (page 24)
• Worksheet #2: “Meaningful Work” (page 15)

Reveal Graphic #3 and Discuss the Following Quotations:

When workers know their work makes a difference, productivity rises and so does job satisfaction.

- Psychology Today, “Making A Difference at Work” July 22, 2004

The generation entering the workplace today expects to have meaning in their jobs... What they really want is to know that what they do matters.

- Business Week, “The Art of Motivation” May 1, 2006

Hand Out Worksheet #2 and Explain:

One of the most important and often ignored aspects of leadership is to convey a sense of meaning or importance to the work being done. On this worksheet, you will be considering the connection between a sense of meaning and job productivity and satisfaction. You will also be asked to think about what a manager can do to improve productivity and satisfaction.

Large Group Discussion:

Ask participants to discuss Question #1, the experiences where they saw a connection between meaningful work and their own productivity and satisfaction. Encourage participants to respond to others’ experiences.

Discuss Question #2, what managers can do to increase productivity and satisfaction. You may wish to guide the discussion towards the video’s training points:

- **Communicate why work is important**
 - ◆ Use real world examples
 - ◆ Express genuine enthusiasm
- **Acknowledge the contribution of every employee**
 - ◆ Look for reasons to praise people
 - ◆ Convey accomplishments to both co-workers and superiors
- **Support your team**
 - ◆ Pitch in as a team member
 - ◆ Remove obstacles to success
- **Create opportunities for growth**
 - ◆ Go beyond job descriptions
 - ◆ Be aware of people’s goals

VIDEO PRESENTATION, EXERCISE & DISCUSSION



Time Required:

- 45 minutes: Video & Discussion

Materials Needed:

- Video – “Would I Inspire Me?”
- Graphic #4 (page 25)
- Graphic #5 (page 26)
- Worksheet #3: “Real World - Experiences” (pp. 16-17)

Reveal Graphic #4:

...I would say that I managed people. I made sure they did the job they were hired to do. Elliot inspired people. And inspired people are more motivated and more productive.

- “Would I Inspire Me?” video

Video Presentation:

You may want to introduce the video by saying, “The video we will be watching, “**Would I Inspire Me?**” illustrates the difference between managing and inspiring. It demonstrates how certain leadership practices, carried out with sincerity, can inspire a work group to greater productivity and satisfaction.” Show the video.

Ask and Discuss: (Answers will vary)

Q: What was the difference between Tom’s encouragement of people (regarding the new e-forms) and Elliot’s?

A: *Tom was basically cheerleading. Elliot was trying to show why this change in forms was important to the people they served. He was explaining why the work they did mattered.*

Q: How did Tom show his appreciation to Joel for working late and doing a good job? How did this differ from Elliot’s acknowledgement of Victor’s extra work?

A: *Tom said “good job” and gave Joel more work. Elliot congratulated Victor in front of the work group and then made sure the regional manager not only heard about Victor’s work, but thanked him in an email.*

Q: What was Tom’s idea of “teamwork”? How did this contrast with Elliot’s expression of supporting his team?

A: *Tom got jerseys for his group’s softball team. He also got them an employee of the month parking space. Elliot took the initiative to solve an office space problem for one of his employees and actually pitched in and helped her move.*

(more)

VIDEO PRESENTATION, EXERCISE & DISCUSSION – cont'd

Q: What did Tom do in response to Eva's request to lead a meeting? What, in contrast, did Elliot do for Ryan's concern about public speaking?

A: *Tom gave Eva the job of setting a meeting agenda even though what she wanted was to conduct the meeting. Elliot gave Ryan the opportunity to make a public presentation and took the time to help him develop that skill. Tom was not considering what Eva wanted or her career; Elliot was challenging Ryan to expand his skills to advance Ryan's career.*

Q: When Tom asked Elliot how he managed to motivate people, what was Elliot's response?

A: *Basically, Elliot said that first he figured out what excited him about the job and then tried to convey that to his team in words and actions. He showed his appreciation for people and supported them in any way he could. He noted that doing all that with sincerity was what made it work.*

Q: Towards the end of the video, Tom says, "...before I can hope to inspire anybody else, first I've got to inspire me." Do you agree or disagree? Do you think that in order to inspire others, you have to be excited about the work yourself?

A: *Answers will vary.*

Reveal Graphic #5 – "Key Training Points"

Hand Out Worksheet #3 "Real World Experiences" and Explain:

This worksheet has the video's training points for you to examine in real situations you have been involved in.

Small Group Discussion:

Organize participants in groups of 3 or 4. Have them discuss each of their answers on Worksheet #3.

Large Group Discussion:

Reassemble the large group and discuss the questions on the worksheet. Ask participants to share the responses from their groups.

You may conclude the discussion by asking if there are any further questions or comments related to the video.

“ACTION PLAN / SELF EVALUATION” EXERCISE & DISCUSSION



Time Required: ● 30 minutes

Materials Needed:

- Graphic #6 (page 27)
- Worksheet #4: “Action Plan/Self Evaluation” (pages 18-19)

Reveal Graphic #6 and Read:

Before I can hope to inspire anybody else, first I’ve got to inspire me.

- “Would I Inspire Me?” video

Hand Out Worksheet #4 and Explain:

Explain that this is the participants’ opportunity to consider the effectiveness of their own leadership practices and how they might improve.

Large Group Discussion:

After everyone has completed the worksheet, ask which behaviors might be the most difficult for them to maintain. Why? You may also wish to ask participants to discuss what they learned from this exercise.

CONCLUSION / SESSION EVALUATION



Time Required: ● 15 minutes

Materials Needed: ● Graphic #7 (page 28)
● Worksheet #5: "Session Evaluation Form" (page 20)

Reveal Graphic #7 and Read:

Creating self-respect and a sense of excitement is what it is all about.

- Robin Fielder, Inspirational Leadership Management Course

The way to get things done is by injecting enthusiasm and energy.

- Changing Minds.org / Transformational Leadership

Hand Out Worksheet #5 and Conclusion:

Ask participants for any final questions or comments. Thank your group for their participation, hand out Session Evaluation Forms, and ask participants to complete them before leaving.

PARTICIPANT HANDOUTS

WORKSHEET #1: "WHO INSPIRED ME?"

Leaders can and do inspire people to perform at a high level on a regular basis.
- Robin Fielder, Inspirational Leadership Management Course

Instructions: Please answer the following 2 questions, which you will be discussing in a small group:

1. Describe a specific situation where someone – a manager, teacher, coach – inspired you to your best performance.

2. What specific attitudes or behaviors did the person described in answer #1 have that inspired you?

WORKSHEET #2: “MEANINGFUL WORK”

When workers know their work makes a difference, productivity rises and so does job satisfaction.

- Psychology Today, “Making A Difference at Work” July 22, 2004

“The generation entering the workplace today expects to have meaning in their jobs... What they really want is to know that what they do matters.”

- Business Week, “The Art of Motivation” May 1, 2006

Instructions: Considering the quotations above, please answer the following:

1. Describe a specific situation in which you experienced that connection between a sense of meaning in your work and your own productivity and job satisfaction.

2. In addition to conveying a sense of meaning or importance to the work, what else could a manager do to increase productivity and satisfaction for her team?

WORKSHEET #3: "REAL WORLD EXPERIENCES"

Instructions: Answer at least two of the following questions most relevant to your own experiences.

1. Describe a specific situation in which you or someone you worked for successfully conveyed the following point. What were the results?

- **Communicate why work is important**
 - ◆ Use real world examples
 - ◆ Express genuine enthusiasm

2. Describe a specific situation in which you or someone you worked for consistently applied the practice listed below. What were the results?

- **Acknowledge the contribution of every employee**
 - ◆ Look for reasons to praise people
 - ◆ Convey accomplishments to both co-workers and superiors

(more)

WORKSHEET #3: “REAL WORLD EXPERIENCES” (cont’d.)

3. Describe a specific situation in which you or someone you worked for practiced the following behavior. What were the results?

- **Support your team**
 - ◆ Pitch in as a team member
 - ◆ Remove obstacles to success

4. Describe a specific situation in which you or someone you worked for utilized the behavior listed below. What were the results?

- **Create opportunities for growth**
 - ◆ Go beyond job descriptions
 - ◆ Be aware of people’s goals

WORKSHEET #4: "ACTION PLAN / SELF EVALUATION"

Instructions: On a scale of 1 to 5 (5 being the highest), rate yourself on the following behaviors:

BEHAVIOR

RATING

Communicate why work is important

- Use real world examples
- Express genuine enthusiasm

Acknowledge the contributions of every employee

- Look for reasons to praise people
- Convey accomplishments to both co-workers and superiors

Support your team

- Pitch in as a team member
- Remove obstacles to success

Create opportunities for growth

- Go beyond job descriptions
- Be aware of people's goals

Additional behavior to "inspire" your work group (optional)

Considering those behaviors where you rated yourself 3 or below, what has motivated you to behave as you currently do?

(more)

WORKSHEET #4: "ACTION PLAN / SELF EVALUATION" (cont'd.)

If there are behaviors you would like to change, what specific actions can you take to improve?

What obstacles, if any, may prevent you from taking the above actions? How can you overcome those obstacles?

What changes in your work experience can you predict (if any) as a result of these actions?

WORKSHEET #5: "SESSION EVALUATION FORM"

Instructions:

Please circle the number that best describes your evaluation of the training session:

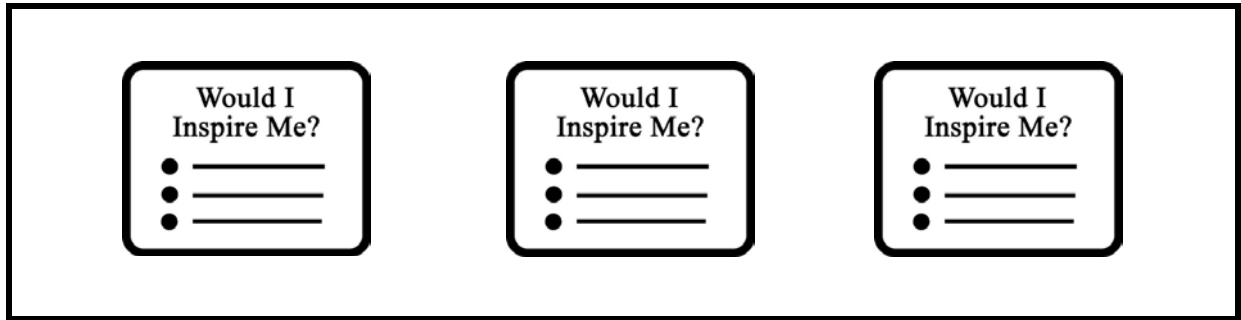
	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
This program clearly demonstrated the benefits of an "inspired" work group	5	4	3	2	1
This program clearly demonstrated the behaviors needed to increase job satisfaction and productivity	5	4	3	2	1
This program provided practical information I can use in my work situation	5	4	3	2	1
The session was well organized	5	4	3	2	1

The best part of the program was: _____

The program could be improved by: _____

Additional comments: _____

GRAPHIC LAYOUT SECTION



The following pages may be copied for use with an overhead projector or transferred to a computer for video projection. The graphics are also included on the DVD version of this program (under the graphics menu) and can be displayed directly to your monitor. As an alternative, a PowerPoint file with these graphics is located on the DVD version of this training program. VHS users can download the PowerPoint file directly from the Video Visions website:
www.videovisions.net

Would I Inspire Me?

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- Robin Fielder, Inspirational Leadership Management Course

Leaders who develop purposeful relationships are more likely to inspire greater productivity, innovation, and overall employee performance.

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- Business Week, "The Art of Motivation" May 1, 2006

...I would say that I managed people. I made sure they did the job they were hired to do. Elliot inspired people. And inspired people are more motivated and more productive.

- "Would I Inspire Me?" video

KEY TRAINING POINTS

HOW TO INSPIRE YOUR WORK GROUP

- **Communicate why work is important**
 - ◆ Use real world examples
 - ◆ Express genuine enthusiasm
- **Acknowledge the contribution of every employee**
 - ◆ Look for reasons to praise people
 - ◆ Convey accomplishments to both co-workers and superiors
- **Support your team**
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***Before I can hope to inspire
anybody else, first I've got to
inspire me.***

- "Would I Inspire Me?" video

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**TRAINING
VIDEOS
THAT WORK!**