



# THE 4 QUADRANTS TO PERSONAL LEADERSHIP

*Disruptive Leadership*



## *Agreements for This Program*

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This home study program is based on the “Closed Door” Mastermind Training and associated materials. It is an intensive training. It's expected that you, the participant, will:

- Participate to the fullest of your abilities Assist others to achieve their goals Encourage those around you
- Respond to feedback actively and with a desire to improve Attend all the training and take responsibility for being on time Respect the copyright of the materials you will be provided with Act on the information you learn
- Take responsibility for checking the accuracy of all content
- Check with financial, legal and accounting advisors for the veracity of all content
- Pay for the training in monthly instalments or in full, to the amount of \$9,995, which is the full value of the training and materials being provided
- To enter the program with the full intention to honour your obligations regarding payments and participation
- To use the systems with integrity and the intent of making a difference to your clients To take all reasonable steps to earn the income you've set as your goal as a result of what you implement from what you learn in this program
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Results will vary depending on your effort, your willingness to apply the systems and to your ability to learn the systems in the timeframe you've stipulated.

All reasonable efforts have been made to make the content accurate and useful. No responsibility is taken for mistakes in content and all reasonable efforts will be made to correct mistakes when they are discovered. Filming and photographs throughout the event will occur.

# The Four Quadrants to Personal Leadership

90% of effective leadership is your ability to lead yourself. There is no avoiding how our ability to lead others comes from our abilities to see ourselves as we are, without exaggeration or bravado.

How can we guide someone else on how to accomplish something if our own success rate with seeing tasks through to completion is hit and miss?

How can we give feedback on someone's professionalism when we ourselves fail to behave in a professional manner under pressure?

How do we expect a team that can multi- task without overwhelm when our own stress is revealed too often?

Leadership is not a 'sometime' affair that is accomplished according to our mood, busyness and confidence on the day. Leadership is an 'always' thing that has to be done consistently, without exception.

There are four quadrants to personal leadership that I have developed and use within The Coaching Institute.

These quadrants provide a guide for ourselves as we develop our management and leadership abilities.

Management is how we guide others to do their role successfully.

Leadership is how we inspire others to achieve their full potential and even exceed what they would have thought was possible to achieve for themselves.

These four quadrants can provide useful indicators for your own development.





## *Step One: Self Leadership*

	<b>Ownership</b>
	<b>Responsibility</b>
<b>Above the line thinking</b>	<b>Accountability</b>
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<b>Below the line thinking</b>	<b>Blame</b>
	<b>Excuses</b>
	<b>Denial</b>

- ☐ Models people who have succeeded in that role
- ☐ Pro-active about personal and professional development
- ☐ Brings innovation ideas to the organisation
- ☐ Welcomes collaboration and ideas from others
- ☐ Communicates clearly when needs assistance; seeks feedback to improve
- ☐ Supports and champions the goals of others
- ☐ Demonstrates sound judgement when making decisions
- ☐ Reliable, professional, team player
- ☐ Seeks new challenges and welcomes opportunities to improve, grow and contribute
- ☐ Handles new challenges, change and adapts easily
- ☐ Understands impact on others of behaviour – self awareness
- ☐ Sticks to all commitments

**ONLY ONCE SELF  
LEADERSHIP IS ACHIEVED  
CAN SELF-MANAGEMENT  
OCCUR ON A CONSISTENT  
BASIS –**

**If you're missing goals and  
not achieving KPI's, go back  
to Step 1**

## *Step Two: Self Management*

- Knows own KPI's and achieves them without fuss; looks to improve on current KPI's by generating ideas
- Communicates to leader progress towards KPI's without prompting
- Stays on goals regardless of distractions
- Prioritises daily, weekly and monthly consistently
- Manages current tasks when new tasks and responsibilities are added
- 'Manages up' by offering progress reports, updates, status reports, written stat's on personal progress, plans to improve, clear way forward
- Focus always on what needs to be done
- Stays on track with yearly and 90 day goals and sees the interactivity of the different strategies and how they impact and have consequences on others
- Able to utilise existing structure and systems effectively and improve them without prompting
- Demonstrates initiative often and finds a way to get the job done without having to be told what to do
- Has a clear professional development plan they stick to
- Doesn't need a crisis to fix something; handles things when they're important, not urgent

ONLY ONCE SELF LEADERSHIP AND MANAGEMENT IS ACHIEVED CONSISTENTLY CAN LEADERSHIP OF OTHERS OCCUR ON A CONSISTENT BASIS –

If you're missing goals and not achieving KPI's consistently, go back to Step 1 and 2

## *Step Three: Leadership of Others*

- ☐ Sets an example always of excellence
- ☐ Shares the vision of the organisation/team – has a brightness of future for everyone
- ☐ Demonstrates emotional intelligence
- ☐ Able to initiate creative chaos to improve the organisation
- ☐ Engenders trust
- ☐ Unwritten Ground Rules match Written Ground Rules
- ☐ Strategic thinking demonstrated often
- ☐ Effective decision making strategies used
- ☐ Seeks to assist others to achieve their goals and champions others
- ☐ Constantly seeks to show others how to get to the next level – gives credit away easily
- ☐ Puts team goals ahead of personal agenda
- ☐ Listens respectfully to ideas and acknowledges them
- ☐ Gives feedback that is easy to understand where learning or a change is required
- ☐ Checks in on others often where competence is low
- ☐ Sticks to all commitments

ONLY ONCE ALL PREVIOUS  
STEPS ARE ACHIEVED CAN LEADERSHIP OF  
OTHERS OCCUR ON A CONSISTENT  
BASIS –

If steps 1 or 2 are inconsistent, you will be a  
'surface' leader who doesn't walk your talk, and  
the inconsistency will prevent you being a credible  
leader – you will constantly doubt your abilities  
and need reassurance

## *Step Four: Management of Others*

- ☐ Regular, accurate and consistent reporting of status of KPI's, goals and tasks
- ☐ Able to report accurately and factually, progress, including where improvements are needed, both to the team member and to the manager
- ☐ Able to assist team to achieve their KPI's and able to assist others to improve on their KPI's
- ☐ Able to train others to achieve desired results
- ☐ Able to develop leadership in others
- ☐ Listen, collaborate, understand before a decision is made the leader
- ☐ Uses appropriate leadership and management style depending on the competence and confidence of the team member

ONCE ALL FOUR STEPS  
ARE ACHIEVED, YOU CAN  
MOVE FROM BEING AN  
'ACTION' LEADER TO AN  
INSPIRATIONAL LEADER –

There are no shortcuts  
because what you need to  
learn to do this is contained in  
each of the steps

