

REALITY-BASED LEADERSHIP



1. Orientation - Start Here!

Course Description: In this Course, I am going to show you exactly how to use this Virtual Training Platform.

Chapter 1: Introduction to Reality-Based Rules VT

Chapter 2: How to Navigate Reality-Based Rules VT

2. Foundation for Reality-Based Leadership

Course Description: In this course you will learn that you have two roles when you have direct reports – leader and manager. You will come to see that both of these roles are important and are necessary to drive efficiency and build loyalty.

Chapter 1: Introduction

Chapter 2: Calling All Leaders

Chapter 3: Troublesome Trends

3. Lead First - Manage Second

Course Description: In this course you will learn that you have two roles when you have direct reports – leader and manager. You will come to see that both of these roles are important and are necessary to drive efficiency and build loyalty.

Chapter 1: Your Role as a Manager

Chapter 2: Efficiency - the Non-negotiables

Chapter 3: Your Role as a Leader - Empathy and Responsiveness

Chapter 4: Coach the Person in Front of You

Chapter 5: Stop Judging and Start Helping!

4. Ditching the Drama - Reality Based Thinking

Course Description: In this course you will find ways to stop the insanity and focus on leadership behaviors that actually make sense.

- Chapter 1: Introduction
- Chapter 2: Arguing with Reality
- Chapter 3: The Third Column
- Chapter 4: Suffering is Optional
- Chapter 5: A Chain Reaction - the Thought Cycle
- Chapter 6: Open Door Policy
- Chapter 7: Respond to the Facts, Not the Story

5. Restoring Sanity to the Workplace

Course Description: In this course on restoring sanity to the workplace, you will discover that accountability is not a dirty word. Everyone is talking about accountability but yet few know what it really is. We'll ditch the notion of whose butt's on the line and focus on mindsets instead. You will come to see that people who are personally accountable, ready for change, and aligned to the organization are far more valuable AND engaged employees in the workplace. More importantly you will learn how to use this knowledge, restore some level of peace to your life and improve the way you lead your team. I recommend the use of the "My Notes" tab to build your personal development plan as you go in each chapter. If you are ready, let's get started.

- Chapter 1: Conventional Wisdom
- Chapter 2: Personal Accountability
- Chapter 3: Learned Helplessness
- Chapter 4: Get Rid of Stupid Questions
- Chapter 5: Capitalizing on Change
- Chapter 6: Work with the Willing
- Chapter 7: The Art of Reframing
- Chapter 8: Competency Comes After Confidence
- Chapter 9: Organizational Alignment
- Chapter 10: Clarity Surrounding Roles
- Chapter 11: Three Common Mistakes to Avoid
- Chapter 12: Resistance vs. Feedback

6. Turning Excuses Into Results

Course Description: In this course you will come to see that there is one path that leads to positive results in life.

- Chapter 1: Results Circle
- Chapter 2: Drive for Results
- Chapter 3: Best Tips for Being a Great Leader
- Chapter 4: Root Cause of Issues
- Chapter 5: Giving Feedback
- Chapter 6: One on One Meeting Agenda
- Chapter 7: Placemat Design
- Chapter 8: Manifesto



REALITY-BASED RULES

1. Orientation - Start Here!

Course Description: In this Course, I am going to show you exactly how to use this Virtual Training Platform.

Chapter 1: Introduction to Reality-Based Rules VT

Chapter 2: How to Navigate Reality-Based Rules VT

2. Principles of Reality-Based Rules of the Workplace

Course Description: Welcome. In this course, you will be introduced to the new Reality-Based Rules of the Workplace, learn lessons from the happiest of performers, and learn about the new value equation and your real worth.

Chapter 1: Introduction

Chapter 2: Lessons from Happy High Performers

Chapter 3: Know Your Real Worth

Chapter 4: The New Value Equation

3. Your Current Performance

Course Description: This course is designed with one idea in mind, to help you find and understand what your current performance is in reality, not just based on a performance review.

Chapter 1: Introduction

Chapter 2: Performance Reviews and How They Can Go Wrong

Chapter 3: How You Can Rise Above the Confusion

Chapter 4: How to Rate Your Current Performance (Questionnaire)

Chapter 5: What Your Number Says About You

Chapter 5: Got Your Number, Now Raise It!

4. Your Future Potential

Course Description: In this course, you will learn what your future potential number is, and how you can improve upon it to increase your worth in the new value equation.

- Chapter 1: Introduction
- Chapter 2: When You Want to Quit
- Chapter 3: From Pain to Vision
- Chapter 4: How to Rate Your Future Potential (Questionnaire)
- Chapter 5: What These Numbers Mean
- Chapter 6: Got Your Number, Now Raise It!

5. Your Emotional Expense

Course Description: This third and final figure is needed to find your New Value Number, giving you a clear picture of the road you have ahead and your real worth to your company.

- Chapter 1: Introduction
- Chapter 2: Rating Your Emotional Expensiveness
- Chapter 3: Rating Your Emotional Expensiveness (Questionnaire)
- Chapter 4: Get Rid of Stupid Questions
- Chapter 5: Calculator
- Chapter 6: Your New Value Number

6. Rule #1 - Don't Hope to Be Lucky, Choose to Be Happy

Course Description: This course will introduce you to the First Rule of the Reality-Based Workplace. You will learn the difference between personal accountability and learned helplessness, and what the two concepts can never co-exist. Next, you will be given the four factors of accountability, which are commitment, resilience, ownership, and continuous learning.

- Chapter 1: Introduction to Accountability
- Chapter 2: How Accountable Are You?
- Chapter 3: Factors of Personal Accountability #1: Commitment
- Chapter 4: Factors of Personal Accountability #2: Resilience
- Chapter 5: Factors of Personal Accountability #3: Ownership
- Chapter 6: Factors of Personal Accountability #4: Continuous Learning

7. Rule #2 - Ditch the Drama

Course Description: In this Second Rule, Ditch the Drama, we will discuss where the drama in your office comes from, some simple facts that will set you free, and how to move on to what comes next.

- Chapter 1: Introduction
- Chapter 2: The Third Column
- Chapter 3: Where the Drama Comes From
- Chapter 4: The Facts Will Set You Free
- Chapter 5: Stay in Your Lane and Steer Clear
- Chapter 6: What Comes Next?

8. Rule #3 - Your Action, Not Your Opinion, Adds Value

Course Description: This rule will teach you the difference between your opinions and your actions. Too many people forget the big picture, and these new realities are here to help you navigate your way through the waters. Embrace them, and invest in your own future as well as that of your organization.

- Chapter 1:** Introductions to Actions vs. Opinions
- Chapter 2:** Reality #1: Defense is the First Act of War
- Chapter 3:** Reality #2: The Most Valuable People Say YES!
- Chapter 4:** Reality #3: Your Opinion Has Already Been Replaced By Google
- Chapter 5:** Reality #4: You No Longer Have a Job, You Have a Role
- Chapter 6:** Reality #5: Resistance is not the Same as Feedback
- Chapter 7:** Focus on the Big Picture

9. Rule #4 - Change is Opportunity

Course Description: In this Course, you will learn about various ways to adapt to an ever-changing landscape and ways to turn those changes into opportunities.

- Chapter 1:** Introduction to the Stages of Change
- Chapter 2:** Stage #1 - Be Prepared
- Chapter 3:** Stage #2 - Reframe
- Chapter 4:** Move on From Your Mistakes with

10. Rule #5 - Succeed Anyway

Course Description: In this fifth and final rule, you will see that there are a number of reasons in the world as to why you CAN'T accomplish your goals. I say Succeed Anyway! We will cover some of the more common excuses in the workplace, and how you can rise above them.

- Chapter 1:** Introduction
- Chapter 2:** Excuse #1: My Boss is a Jerk
- Chapter 3:** Excuse #2: My Co-workers are Difficult and Rude
- Chapter 4:** Excuse #3: My Team is Really Dysfunctional
- Chapter 5:** Excuse #4: The Culture at My Company is Hostile and Toxic

11. The Call to Action

Course Description: There is no time like the present. It's time for you to get in the game and start making a difference. This Course will help you do just that.

- Chapter 1:** Put the New Rules to Work

12. Cy of Relief

Course Description: Sometimes following the rules gets hard and you need a little comic relief. Here Cy shares several of her own personal failures and stories related to The Five Rules of the Workplace.

- Chapter 1:** Introduction to the Stages of Change
- Chapter 2:** Moving Story - Get Ready for What's Next - Change
- Chapter 3:** Cole - Everything Happens for a Reason
- Chapter 4:** Mugging- Results
- Chapter 5:** Sister - Steering Clear of Other People's Drama
- Chapter 6:** Football Story with My Kids - Ditch the Drama