



Coverdale

Workbook  
**Leadership**



# Preface

Today more than ever before, we are confronted in our day-to-day work with the need to cooperate, to transcend departmental limits, to bring together specialists, to work together across multiple locations and even virtually. Due to the accelerating pace of change, teams must be formed and get up to speed ever more rapidly. More than ever, the ability to successfully structure cooperative endeavors is becoming a decisive competitive factor. Improving cooperation increases productivity and enhances personal well-being. And in the long term, the one is not possible without the other. Because people can only realize their potential when they cooperate effectively.

In this book, you will find numerous ideas, suggestions, models and concrete practical hints on the art of leadership and cooperation. In its years of consulting and training practice, Coverdale has amassed and developed a wealth of material on these issues and verified their practical usefulness. We would now like to pass this material on to you.

In selecting our topics, we have followed two fundamental principles: For one thing, we wanted to convey the basics and tools for **methodological skills** that today's managers need to effectively and practically lead others and to create the basis for excellence in cooperation. These include such topics as proceeding systematically, project management, clarifying aims, employee discussions and more.

But we also wanted to convey the values, attitudes and behaviors that we believe make up a well-rounded **leadership personality**. To this end, this book also contains chapters on change management, coaching and feedback, and self-organization.

At the beginning of the workbook, we have provided an explanation of the Coverdale learning method, and at the end you will find a series of worksheets as well as more information about Coverdale and the Coverdale services portfolio.

## We invite you ...

- ... to browse through this book,
- ... to look up things you feel are important,
- ... to immerse yourself in the material and make notes in the margins.

We also hope that you will use it to remind yourself of your Coverdale seminar and to refresh the knowledge and experience you gained in the seminar exercises.

In order to make it easier for you to read the text we have decided to use the pronoun "he" instead of "he/she".

Your Coverdale team

Your specialists for leadership and cooperation



# Content

|  | <i>Page</i> |
|--|-------------|
| <b>Preface</b>   | 3           |
| <b>The Coverdale Learning Method</b>                               |             |
| The Coverdale Learning Method: Experiential learning               | 10          |
| <b>Experience-based learning</b>                                   |             |
| Experience-based learning  | 14          |
| Reviewing  | 15          |
| Experience-based learning ensures knowledge                        | 16          |
| <b>Leadership (Definition/Styles/Behaviors)</b>                    |             |
| Leadership styles – definitions and concepts                       | 18          |
| Areas of Leadership  | 19          |
| An understanding of leadership                                     | 22          |
| Company culture and leadership                                     | 23          |
| Leadership styles  | 24          |
| Leadership styles shape the scope of action                        | 26          |
| Leadership styles and relationships                                | 28          |
| Impact of leadership styles on the decision process                | 29          |
| Decisions  | 30          |
| The cycles of leadership   | 37          |
| 21st century leadership roles                                      | 39          |
| Factors that influence different leadership styles                 | 40          |
| <b>Vision/Aims/Strategy</b>  |             |
| Elements of a vision   | 42          |
| Setting objectives – what is the point of objectives?              | 43          |
| Agreeing on aims   | 44          |
| SMART objectives   | 45          |
| Aims hierarchy   | 46          |
| To make success criteria more measurable                           | 47          |
| Customer/Stakeholders  | 48          |
| Customers  | 49          |
| Analysis of stakeholders   | 50          |
| Stakeholder management and communication planning                  | 51          |
| Communication tools  | 52          |
| On the meaning of the word "strategy"                              | 53          |
| <b>Organizational Development and Cooperation</b>                  |             |
| The organization – wolf pack, machine or swarm?                    | 56          |
| Eight steps to successful inter-company cooperation                | 60          |
| Organizations > continuing progressive development                 | 61          |
| With a high-performance culture to a high-performance organization | 66          |
| <b>Change management and innovation</b>                            |             |
| Innovation – the driving force behind enterprise development       | 72          |
| People and change/my needs   | 77          |
| The impact of intentional and imposed change                       | 78          |
| Reactions/attitudes to change                                      | 79          |
| Managing our own fears in change processes                         | 80          |
| Dealing with changes   | 81          |
| Change management – New challenges for leaders                     | 84          |
| Communication during changes                                       | 85          |
| Managing change  | 87          |
| Change balance   | 88          |
| Dealing with resistance  | 89          |
| Development requires rhythm and stability                          | 90          |

**Task and project management**

|   |     |
|---|-----|
| A systematic approach                           | 100 |
| Flexible application of the systematic approach | 102 |
| Clarifying a task                               | 104 |
| Does this project make sense?                   | 105 |
| Risk analysis/Ishikawa analysis                 | 106 |
| Analysis of project risks                       | 107 |
| Strategies for risk management                  | 108 |
| Planning the organization of projects           | 109 |
| Planning the project's organization             | 110 |
| The course of events in projects                | 111 |
| Planning the rough outline/project phases       | 113 |
| Managing resources                              | 115 |
| Dealing with time                               | 116 |
| Time, costs, quality                            | 117 |
| Success factors in time management              | 118 |
| Problem solving can also be planned             | 119 |
| Objectives in reviewing                         | 120 |
| Success and failure analysis                    | 121 |
| Example: the benefits of a review               | 122 |

**People management**

|   |     |
|---|-----|
| Qualities of successful leaders                             | 124 |
| Task and process  | 125 |
| Recognizing and applying process strengths                  | 126 |
| Preparing delegation  | 127 |
| Delegation as a process                                     | 128 |
| Ten Golden Rules for Delegation                             | 130 |
| Integration   | 131 |
| Relationship management through integration on three levels | 132 |
| Motivation and the limbic system                            | 133 |
| Theories on motivation                                      | 137 |
| Motivators  | 138 |
| Leadership and motivation                                   | 139 |
| Giving feedback   | 140 |
| Feedback and its effects                                    | 141 |
| Recommendations for appraisal interviews                    | 142 |
| Guide for employee review discussions                       | 143 |
| Degrees of agreement  | 144 |
| Reaching a consensus  | 145 |
| Differences in motivation                                   | 146 |
| Definition "conflict"                                       | 147 |
| The five conflict handling modes                            | 148 |
| Solving conflicts   | 150 |
| Conflict diagnosis  | 151 |
| Conflict resolution   | 152 |
| Relationship between partners in a conflict                 | 153 |
| Nine levels of escalation                                   | 154 |
| The phases in a conflict discussion                         | 156 |
| Coaching as leadership concept                              | 157 |
| Forms of coaching   | 158 |
| Two roles of the leader                                     | 159 |
| Five steps to successful coaching                           | 160 |
| Questions while coaching                                    | 161 |



|  | <i>Page</i> |
|--|-------------|
| Reasons for coaching and coaching interventions      | 162         |
| Interventions for problem definition                 | 163         |
| Personal attitude of a coach                         | 164         |
| Stages of team development                           | 165         |
| Support during phases of team development            | 166         |
| Continuously improving cooperation                   | 167         |
| <b>Communication</b>                                 |             |
| Systemic thinking: an introduction                   | 170         |
| Systemic thinking: constructivism                    | 171         |
| Ladder of inference                                  | 172         |
| Different viewpoints                                 | 173         |
| Our opinions of other people                         | 174         |
| Model of communication                               | 175         |
| Criteria for successful communication                | 176         |
| Said and done?                                       | 177         |
| Open communication                                   | 178         |
| The benefits of open communication                   | 179         |
| Active listening                                     | 180         |
| Working with ideas                                   | 181         |
| Killer phrases                                       | 182         |
| Characteristics of contributions to discussion       | 183         |
| Question techniques                                  | 184         |
| Objective and relationship level – the iceberg model | 186         |
| Feelings   | 189         |
| Addressing emotions                                  | 190         |
| The effects of emotions                              | 191         |
| Leadership and communication                         | 192         |
| Congruence and authenticity                          | 193         |
| Communication patterns                               | 194         |
| Recommendations for successful meetings              | 198         |
| <b>Self-leadership</b>                               |             |
| Knowledge creation cycle                             | 202         |
| Levels of emotional intelligence                     | 204         |
| Self-reflection                                      | 206         |
| Building on strengths                                | 207         |
| Power and Powerlessness                              | 208         |
| Seven steps to successful strategic self-management  | 210         |
| Success criteria for development objectives          | 214         |
| Working with the inner team                          | 215         |
| The personality model of Riemann and Thomann         | 217         |
| Drivers  | 221         |
| Setting priorities – The Eisenhower Principle        | 222         |
| Stress: definitions and mechanisms                   | 223         |
| Stressors  | 224         |
| Stress responses                                     | 225         |
| Managing stress                                      | 226         |
| <b>Transition</b>                                    |             |
| The leadership pipeline                              | 230         |
| From managing self to managing others                | 231         |
| Steps to manage a transition successfully            | 232         |
| The Double Wedge                                     | 233         |

|   | <i>Page</i> |
|---|-------------|
| <b>Leading and cooperating in an international business context</b>                 |             |
| Culture – cultural differences  | 236         |
| Five examples of structural characteristics in different cultures                   | 238         |
| 1. Concept of time  | 239         |
| 2. Authority and leadership   | 240         |
| 3. Communication and negotiation  | 241         |
| 4. Line of thinking   | 242         |
| 5. Feedback and conflict culture  | 243         |
| Intercultural competence  | 244         |
| Some helpful hints and tips for cross-cultural business behavior                    | 246         |
| Cultural diversity in management  | 247         |
| <b>Leading in a virtual business environment</b>                                    |             |
| Project kick-off – a helpful tool: the management funnel                            | 250         |
| Agreement on a virtual team contract  | 251         |
| Drawing up the team contract  | 252         |
| Four principles for effective communication within the virtual team                 | 253         |
| Ensuring team culture in virtual teams  | 256         |
| Virtual management  | 257         |
| Virtual teams: The skills of the team members                                       | 258         |
| <b>Worksheets</b>   |             |
| Aims grid   | 260         |
| Review  | 261         |
| Understanding your own leadership behavior  | 262         |
| Areas of Leadership > Self Assessment   | 265         |
| Questionnaire: Identifying your own drivers   | 269         |
| Does this project make sense?   | 272         |
| Checklist for success criteria  | 273         |
| Carrying out project reviews  | 274         |
| Delegating project assignments  | 275         |
| Individual review   | 276         |
| Assessment of competences in leading virtual teams                                  | 277         |
| Preparation of an appraisal interview   | 280         |
| Review questions after an appraisal interview                                       | 282         |
| Motivation Checklist  | 283         |
| Personal reflection of intercultural skills   | 288         |
| Review of delegation  | 290         |
| Peer consulting   | 292         |
| <b>Literature</b>   | 293         |
| Coverdale: Productivity, creativity and accelerated performance through cooperation | 295         |
| <b>Publishing Information</b>   | 296         |

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