

THE NEXT LEVEL LEADERSHIP CHALLENGE

Carve out time each month to develop your leadership skills.
Challenge yourself to complete the lessons below within the **next 30 days**.



Harvard ManageMentor Leadership Tip:

Coaching is a dialogue, and asking questions is an important way to spark additional thinking. Be honest if you can't listen with care and attention. Schedule a better time for the conversation —and keep the commitment.



Harvard ManageMentor Lesson 1: A Coaching Mindset (6 minutes)

Plan to complete by: _____

- **Watch the video:** *Employees Expect Coaching* (1:01)
- **Reflection:** Think about a great coach you've had, personally or professionally. What did they do really well? How did they support your growth and make an impact on you?

Lesson Complete



Harvard ManageMentor Lesson 2: Promote Learning Agility (13 minutes)

Plan to complete by: _____

- **Watch the video:** *A Learner's Mindset* (1:21)
- **Download:** *Challenging a Fixed Mindset Worksheet*
- **Reflection:** Think of someone on your team who you believe has a fixed mindset. What could you say to them to help them see that they are capable of growth?
- **Watch the video:** *Fail Forward, Fail Fast* (2:42)
- **Take action:** What will you try on the job to coach others to be agile learners?

Lesson Complete



Harvard ManageMentor Lesson 3: Hold Coaching Conversations (12 minutes)

Plan to complete by: _____

- **Identify:** What is your biggest coaching challenge?
- **Watch the video:** *Coach on a Daily Basis* (1:23)
- **Make a connection:** What's one way you can fit coaching into your existing responsibilities?
- **Watch the video:** *Coaching in the Moment* (2:22)
- **Download the worksheets:** *Creating a Coaching Action Plan* and *Coaching Meeting Notes*. How will you begin incorporating these into your one-on-one team meetings?

Lesson Complete



Harvard ManageMentor Lesson 4: Listen and Question Effectively (17 minutes)

Plan to complete by: _____

- **Watch the video:** *New Perspective Through Reflection* (2:31)
- **Download the tool:** *Positive Habits for Engaged Listening*. Try reframing “why” questions into open-ended questions that create engagement and exploration.
- **Make a connection:** Think of a recent situation when you offered a team member a solution instead of helping them evaluate the situation. What questions could you have asked instead?
- **Take action:** What will you try on the job to effectively reflect, listen, ask questions, and give input while coaching?

Lesson Complete



Harvard ManageMentor Lesson 5: Give Constructive Feedback (14 minutes)

Plan to complete by: _____

- **Watch the video:** *Why Failing to Give Feedback Does Long-Term Damage* (2:21)
- **Download:** *Tips for Giving Coaching Feedback* and *Worksheet for Giving Feedback*.
- **Take action:** What will you try on the job to share input that facilitates growth?

Lesson Complete



Harvard ManageMentor Milestone! Coaching Lesson Module Complete

- **Take the Assessment** (10 minutes)

Assessment Complete

- Watch the Global Services webcast:** *Effective Training Programs Create Retention*
- Read** our Take the Lead newsletter and *Round the Table* Special Section
- Register** for the Annual Meeting Virtual Event
- Take the **Webcast Poll** to help MDRT Global Services provide you the best member experience