

Leader pack

How to use Tiny Tips to make your team more effective, confident and fulfilled.



Tiny Tips

Small but mighty



Welcome to the Tiny Tips Leader pack



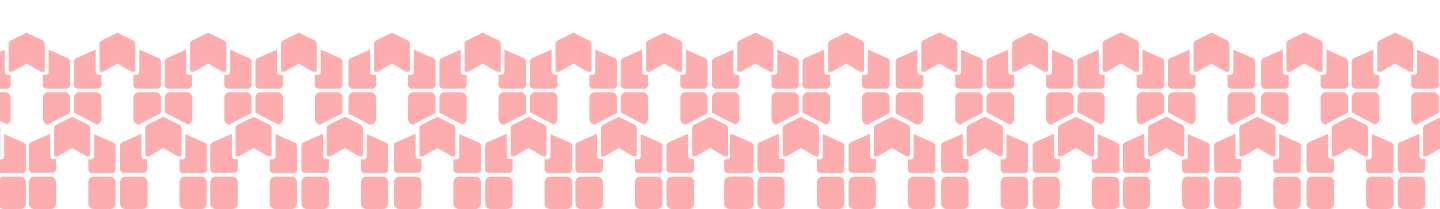
With Tiny Tips, I help professionals to find small adjustments that lead to mighty unlocks for their sense of effectiveness, confidence and fulfilment.

This pack is for team leaders and managers who want to help their teams to not just watch the Tiny Tips but to actually learn from them.

To support you, this pack gives you 4 things

1. An overview of the 18 Tiny Tips
2. Suggestions on how to use the Tiny Tips as a team as a micro-learning routine
3. Key success factors for when you use the Tiny Tips to strengthen the learning culture in your team
4. Tips on how to coach team members to learn from the Tiny Tips

Developing others is a privilege.
Enjoy the ride,
Stefan



18 ways to be more effective, confident and fulfilled at work

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Effective meetings



- 1 Don't ask: **What do you think?**
- 2 Aim for **outputs** and **outcomes**
- 3 Appear **in charge** of your slides
- 4 On slides, **tell stories horizontally**
- 5 Push into **options** and decision-making
- 6 Cut through to the **so-what**

Influencing stakeholders



- 7 Make it **easy to engage**
- 8 Notice the **brand** surrounding your work
- 9 Negotiate **relative importance**
- 10 At **kick-off**, don't get dogmatic
- 11 Name and negotiate **trade-offs**
- 12 Be wary of 'directional **alignment**'

Leading yourself



- 13 **Time-box** your tasks
- 14 Really protect your **time to think**
- 15 Choosing **accountability**
- 16 **Don't default** to 'manage the process'
- 17 Ask **senior questions**
- 18 **Discuss drafts**, not just ideas or data

[Click here to see all videos.](#)



Use the Tiny Tips as a **micro-learning routine**

Learning is most powerful when it is embedded in the day-to-day. Here are 2 suggestions to use Tiny Tips as a mechanism to do just that.



Create a rhythm without making it a burden

- Time-box the first 10mins of your team meeting to discuss a Tiny Tip. Focus on one video at a time.
- Aim for a positive conversation that focuses on the possibilities for your team rather than on what's not possible in your context
- Not everyone can share in every conversation. Pay attention to a fair use of airtime over time.
- Have someone take notes that the team can access. This creates a lovely sense of progress.

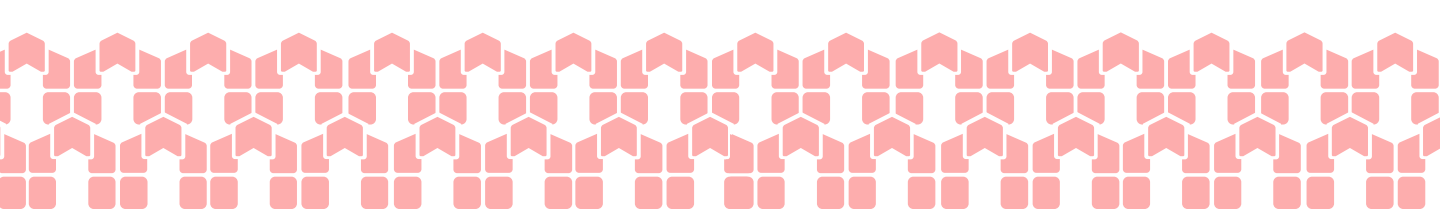


Decide on the intent

The questions you ask around the video make all the difference. Here are 3 levels to choose from. Pick the question that resonates most with you to kick off the conversation with your team.

- Light touch: What about this video resonated with you? How is this Tiny Tip relevant to you/us?
- Medium: What are we/you doing already? How do we do this differently? (share stylistic differences)
- Committed: In your context, what would help you to apply from this Tiny Tip? How do you want to experiment with this Tiny Tip, to see how it can benefit you?

Lastly, routine is good if it serves you. Don't become formalistic. The Tiny Tips aren't exhaustive or complete. You may find yourselves discussing other important topics, not covered in the 18 videos. That's great, too.



Use the Tiny Tips to strengthen the **learning culture**

Learning together as a team offers fantastic possibilities. But it requires the right culture. As a leader, you set the tone. Your team will learn better when you are able to role-model and to mandate the following:



Don't stop at agreeing on jargon

It's easy to agree on jargon. But it doesn't help us learn. We just re-affirm ourselves. Help each other learn by respectfully pushing each other beyond jargon. Ask: "What does it look like for you?" (better than: "What do you mean?")



Learn from differences. It is not a competition

Learn from contrasting your styles, not judging each other. Even in the same team, your contexts might be different. And your style and skills certainly are! Make it safe for each other to share vulnerably. Our differences highlight different strengths. Let's pay respect to the fact that most of these strengths have been hard-earned.



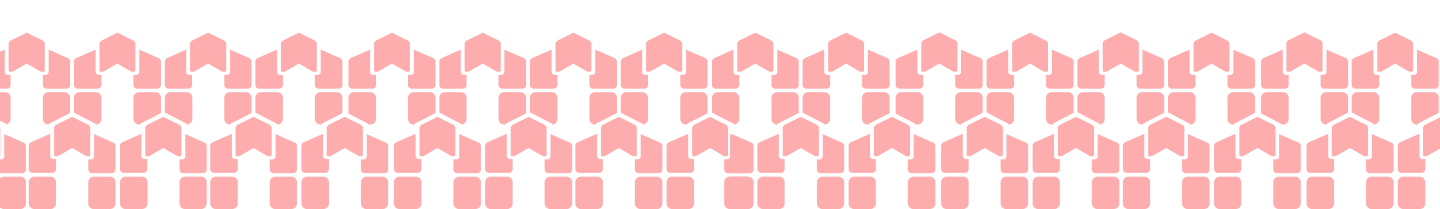
Encourage each other and celebrate attempts

Don't kill learning by expecting success too soon. Instead, grow it through encouragement and celebration. We learn more from our attempts than from our success. Mine that gold!



Hold for each other what is getting better

It's very hard to see our own progress. We benefit so much from others sharing with us how they see us improving. It's a wonderful thing to do for each other.



Coach team members to learn from the Tiny Tips

Working 1 on 1, can be powerful way to help team-members become more effective, confident and fulfilled.

Here are 7 questions that can help your team-members to get most of the videos. When debriefing a video, you don't need to go through all questions. Pick the ones that fit best.



What do you take away from the video?



How/when/where is this Tiny Tip relevant to your/our context here?



What about this video is reaffirming for you?



What aspect comes relatively easy to you?



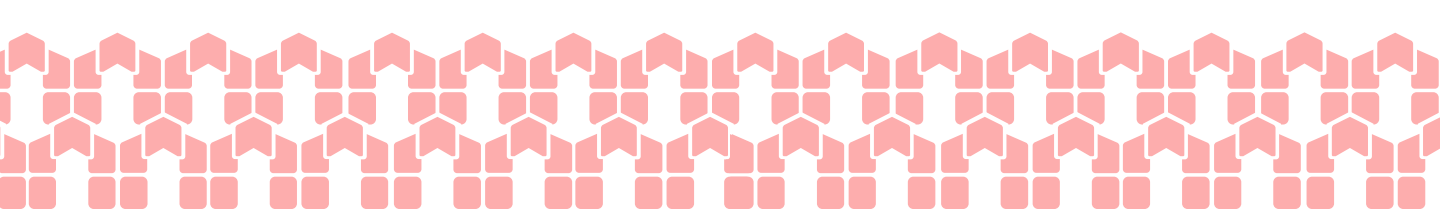
Where in this topic, do you want to get better?
How would it benefit you to get better?



What permission do you need to try out things?



What do you want to try out because it could benefit you?





I hope these Tiny Tips will support you to engage with your world **with hope and confidence.**



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