

Leadership Essentials: Your role as a Store Manager

The learning doesn't stop after the Leadership Essentials workshop. Your actions influence your team, so it is important you emphasize the value of learning at the pace of business.

Here are five ways to help your team keep learning.

1. Talk the language

Refer to the key models and frameworks as part of your everyday conversations with your team, your peers as well as your people leader. This will help maintain a common language and keep it front of mind.

2. Support individual development

- Get to know your Leadership Team's (LT) development actions from the workshop
- Encourage your team to up-date DARE with their development plans
- Give regular targeted feedback on what you are noticing about how individuals are developing
- Share success stories with the team

3. Run Regular Learning Check-ins

A Learning Check-in topic will regularly be available for you to run with your LT. Myer Academy will host a teleconference with store managers per region to discuss the new topic and session plan. Each session will encourage reflection and action, covering:

- Where are they at? Participants share how they are progressing and what small things they are doing that is making a difference
- Reflections on a new topic
- What do they want to be different next time? What actions will they commit to between now and the next Learning Check-in to help them develop.

4. Role model using the Myer Leaders Portal

- Get to know the resources on the Myer Leaders Portal that may be relevant for yourself and your LT. Refer to relevant resources whenever appropriate
- Like and write comments – let other leaders know why a specific resource is relevant for you or your team
- Encourage your LT to explore the portal, like and write comments too. Perhaps get your LT to identify one key resource on the portal that resonates with them and share it at their next LT team meeting.

5. Communicate on Yammer #LeadershipEssentials

- Follow Myer Academy Group on Yammer to find out about events and new resources.
- Post your LT's Learning Check-ins or success stories on Yammer
- Start a discussion on Yammer about a particular resource, topic or question you have
- Post stories about how your leaders have been collaborating with leaders from other stores
- Encourage your LT to communicate on Yammer too

Leadership Essentials: Learning Check-ins

This document outlines what to expect with the Leadership Essentials Learning Check-ins.

WHY Do It?

Learning check-ins help make the learning 'stick' after the workshop. It supports learning at the pace of business, whereby leaders reflect on their experiences with their peers and then decide what they need to adjust to be most effective.

WHAT You Need

- ☐ 30-60 minutes with the LT – no more than 15 people per session.
- ☐ Space to move around
- ☐ A whiteboard or flipchart
- ☐ Participants to bring their Journal
- ☐ Participants to have access to the Myer Leaders Portal

WHO Is Involved?

This activity is designed for the participants from the Leadership Essentials workshop which is usually the store Leadership Team. Depending on the size of the leadership team, you may want to run several sessions and brief a talented leader to run the session on your behalf.

Session Outline

Below is an example of the steps to run the Learning Check-in:

Step	Description
Introduce 5 min	<ul style="list-style-type: none">Introduce the purpose of the session, which is to help leaders reflect and share stories on how they have been owning their leadership and the small things that makes the biggest difference.
Where are you at? 20 min	<ul style="list-style-type: none">Individual Reflection - look at their journals and think about where they are at with their actions and what is different (5 minutes)Discuss in small groups of 4 (10 minutes). How have they been progressing? What is different? Ask each other questions.Group Debrief (5 minutes) - Ask a few people to share insights from their small group discussions and summarise the smallest things that are making the biggest difference
Store Manager Reflections 5 minutes	<ul style="list-style-type: none">Store Manager to share observations about where people are at.Share where they are at and reflections on their leadership shadow.
Topic of the month 20 min	<ul style="list-style-type: none">Introduce the new topic and key questions to discuss in groupsGet participants to log into the Myer Leader Portal to see the resource
What will be different next time? 5 min	<ul style="list-style-type: none">Personal reflection time.Update actions in journal.In the next four weeks, what do you want to be different? What is the smallest thing you can do that will make the biggest difference?

Leadership Essentials: Learning Check-in

Useful Tips

- Prepare for the session by reading the session guide, completing the new Myer Leaders Portal resource and tailoring your language and key messages to the context of your store.
- When conducting the debriefs, demonstrate 'curiosity'. Listen and ask questions. Avoid dropping into 'tell' mode.
- Ask people to choose to join a group they don't work with everyday . This will encourage cross team sharing and interaction
- Remind people to bring their Leadership Journals and pen
- Remind people to bring their smart device to log into the Myer Leaders Portal during the session. However, you may want to get them to complete the new resource prior to the session.
- Seek feedback after the session about how you ran the session. What worked and what could be different for next time.
- Post on Yammer #LeadershipEssentials and write comments on the Myer Leaders Portal

Your notes to prepare for this activity: