

☑ Managing People

☑ SELF Management

☑ Situtation

- Situational awareness

☑ Emotion

- EQ

☑ Learning

- Continuous learning

☑ Focus

- Manage your energy not time - short, medium and long term goals

☑ Building Trust and Rapport

- Consistent, Authentic actions
- Transparency, empathy & vulnerability
- Foster personal connections and mutual respect
- Balance autonomy and guidance
- Navigate and repair broken trust

● Conduct mindful 1:1s

☑ Managing people’s performance

- Grasp people performance dynamics
- Set clear performance criteria
- Lead with empathy and precision

☑ Managing your manager

- Understand the interconnected worlds
- ☑ Build Trust and rappport
 - Demonstrating consistency
 - Taking ownership
 - Keeping manager informed
- ☑ Clarify success and address concerns
 - Identify and proactively address potential worries or blockers
- ☑ Align on expectations
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- ☑ Navigate conflicts thoughtfully
 - Open mind
 - Perspective taking
 - Seek win-win solutions