

# The Kind Leader Program™

## MODULE 1

### CONTROL

Being in control of yourself is not as easy as it seems. You have become who you are over time. Be kind, tweak your actions.

#### **Lesson 1 - Being Aware**

Being kinder – by being much more aware of yourself – is the beginning of success. The foundation of the program.

#### **Lesson 2 - Valuing Yourself**

Ensure you value yourself by appreciating what you do every day. The small successes add up. And notice others too.

#### **Lesson 3 - Taking Responsibility**

Recognising where responsibility lies and grasping this opportunity fully. It's very freeing. Gives you complete control.

#### **Lesson 4 - Controlling Change**

Take control of responses to change – however it comes your way. Both inbound and designed by you and your team.

#### **Lesson 5 - Being Proactive**

Grasp every chance to be ahead of the game, is kind to you and your people, by getting in first.

#### **Lesson 6 - Be Clear on Your 'Why'**

Understanding clearly why you're doing what you do will help you focus on your own bigger goal, keeping you motivated.

## MODULE 2

### COMMIT

Once you appreciate you have full control, you decide how you spend your time. It is up to you to choose. Here, we'll find out how.

#### **Lesson 7 - Time Control**

Awareness of how you use time is vital, giving you full appreciation of what you can control. Much more than you might think.

#### **Lesson 8 - Quadrant 2**

The leader's role is very specific. To be effective – and kind to yourself – you need to know where your time is used best.

#### **Lesson 9 - Delegation**

*"Only do what only you can do. Help others do all they can do".* Ruthless – and very kind to both sides.

#### **Lesson 10 - Saying 'No'**

When boundaries are poorly set, you lose control. Time to reset them and create much more discretionary time.

#### **Lesson 11 - Saying 'Yes'**

Sometimes, the opposite is true! There are times when saying 'yes' is very effective indeed. And not just for you!

#### **Lesson 12 - Becoming Crisis Free**

Minimise times when you lose focus because of the latest crisis that appears out of the blue. Time to fix them for good.

## MODULE 3

### CONNECT

You have control. You are getting back more Quadrant 2 time. Now it's time to be much kinder in the relationships you build.

#### **Lesson 13 - Conversations**

When you're *'in the conversation'*, magic happens, so find the time to talk and listen more – about anything!

#### **Lesson 14 - Listening**

Relationships grow when you listen. Kind leaders take the pressure off, giving space to others to process their own way forward.

#### **Lesson 15 - Coaching**

Once you're listening well, you can stimulate their thinking by using simple coaching skills to realise their potential.

#### **Lesson 16 - Feedback**

It's kind to give (and receive) feedback, so people learn and grow. And some ways are far better than others.

#### **Lesson 17 - Building Trust**

Within all leadership relationships, trust is at the core. It's not difficult to build, and it requires consistent application too.

#### **Lesson 18 - Difficult Conversations**

Kind leaders need to be able to manage all situations with their people. And sometimes, this can be a challenge. Here is a way.

## MODULE 4

### COLLABORATE

With control of your leadership, more time, and great 1-2-1 relationships. Let's leverage our journey, and bring it all together.

#### **Lesson 19 - Valuing Diversity**

There is huge value in everyone. Kind leaders are flexible, enabling every one of their people to realise their potential.

#### **Lesson 20 - Developing Your People**

Taking an active role to get the best from each individual is much easier when it's a team effort. Kind leaders facilitate this.

#### **Lesson 21 - Team Dynamics**

Individuals coming together to form a team can create conflicts. Appreciating differences and taking the lead is essential.

#### **Lesson 22 - Culture**

The kind leader creates an environment where people grow together and deliver together, celebrating each other's talents.

#### **Lesson 23 - Collaboration Renegades**

There are times when a radical inclusive climate is not part of an organisation's style. Time to be a renegade!

#### **Lesson 24 - Change the World**

Appreciating that kind leadership enables fulfilment and wellbeing in employees is one thing. And how far can that go?





Lesson 3 Taking Responsibility



Module One Control



Lesson 3 Taking Responsibility

MODULE ONE THE PRINCIPLE OF CONTROL



Lesson Three Taking Responsibility

WORKSHEET SLIDES TRANSCRIPT

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Example

The key here is describing what you want and that others would recognise in your examples.

"Other teams see us as exemplars for the way we communicate openly, honestly and without angle. We are transparent and supportive when in conversations with others."

"We are proactive and seek solutions to challenges before they become an issue of concern. We actively preempt problems that might cause long-term drains on our time."

"Every member of our team is supported to enhance their career opportunities whether that be through promotions, or simply be expanding their challenge and fulfilment."

"Our team is a funnel for other teams as they seek to access quality people. Despite this, we rarely struggle for capability, however often our people leave for new challenges within the organisation."

"Everyone has a strong voice in the team, encouraged by each other to speak out and share their thinking, however way out it may be. We encourage off-the-wall ideas and build on each other."

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Lesson Three Activity  
'What does good look like?'

As a vision for your team, write 5 descriptions of 'what good looks like' for your team. As a stretch goal, hold this conversation with your team.

Five empty blue rectangular boxes for writing descriptions of 'what good looks like'.

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You Have Choices

- Everything is a choice
- You have complete control
- Taking responsibility
- Respond vs React
- Seeking other's opinions
- Lead by example

helping them be more resilient and resourceful too.

1:46 / 6:26  
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CONGRATULATIONS!  
YOU DID IT!

This certifies that  
**Martin Haworth**

completed The Kind Leader Program™ on

**April 1st 2022**

WITH K  
THE KIND LEADER PROGRAM

Lesson 3 Taking Responsibility

In Lesson 2 you learned how to appreciate the positives by being aware of and then noticing the successes in your day. This gives you a better balance of how to appreciate yourself, the value you give to others and the help you give them in their career. That is for you to do. And only you. So, the third lesson is about being really clear about where your responsibilities lie. It's another area you have full control over. 100% of the time.

You Have Choices

Everything we do is a choice. Often it might seem like "I had no other choice", and common sense would tell you that's simply not true. You have complete choice in every decision you make. To claim otherwise is to try to get out of the responsibilities you have to yourself and to others. It might feel easier or more comforting to claim that your decisions are out of your hands, but it's not true.

Every decision is a choice, and every decision comes from taking the responsibility the choices you make. It can help where you find a moment to create space for before making decisions, as we discussed with **Respond**, rather than **React**, in And the responsibility for the choices you make is always yours.

In the long run, taking this perspective - this *understanding* - is much kinder to yourself and to others. Not only how you stand by your choices, but also how you seek others' opinions before you make a choice, which also develops relationships. And when your people see this is how you lead, they will mimic your behaviour and be more resilient and resourceful too.

Take Small Steps

Taking full responsibility can be a challenge, for recognising the things we experience is wholly our responsibility, can feel like the rug is pulled from under our feet. The easier blame-passing is a comfort blanket to us. Responsibility. Kind leaders not only accept this big change but help others around them to realise that they are the holders of responsibility. That's why it's important to change this mindset in small steps. time you - or one of your team - says it's someone else's check.

And ask, "What *could* I do to change this?" Either there is something or nothing. Often there is - but your existing mindset fails to appreciate that you might do - however small - to get you moving for seeking a constructive way through.

If there isn't, leave it alone and stop wasting your time. We'll talk more about that later. There are often ways, even when my client says there are none.

Creating the Vision

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Lesson 3 Taking Responsibility  
Introduction

Choices

Lesson Three Taking Responsibility WORKSHEET

This week's activities are either quick, or inclusive and may take a little longer. Think of 3 times recently where you felt you had 'no choice'. Why was that?

For each of these 3 occasions, what would 2 alternatives be to the choice you made?

As a vision for your team, write 5 descriptions of 'what good would look like' for your team. As a stretch goal, hold this conversation with your team.

What would you do beyond the hamster wheel if you have 20 minutes of 'leadership' time today. Or one whole hour this week?

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