

Personal Development-Leadership

Today's to-do list

Next week you are going to get stuck into your coding basics but for today, we are going to concentrate on you. Each week your R&D sessions will have a two(ish) hour practical where you will work on your Skills Bootcamp Project. For the first hour(ish) of your session, we will give you a mini-session on some additional skills. That might be imagery or content creation to help you add to your skill set. We will look at AI tools like Chat GPT and MidJourney. These sessions will be fewer slides, more demos and more of you working on your project with a trainer on hand for questions, assistance and support. As it is only week one and we haven't built anything yet, we are going to focus on you and some personal development including leadership skills and to build on the time management we looked at in session one. Not necessarily web dev skills, but useful skills to have in any industry. We are also going to go through the brief for your project site build. I am going to explain what you are going to be doing and what can expect.

Learning objectives:

By the end of this session, you will
Understand what makes a good leader
Understand the Skills Bootcamp project
Know what skills you can develop and spend time working on them.

Leadership Skills

There are lots of skills that make a good leader. We aren't expecting you to run for Prime Minister, although right now I'm pretty sure all of you could do a better job!

Being a good leader is not just about managing a large team. It gives you the skills to manage your own business and deal with your customers and suppliers. Be confident in group situations like networking groups or trade events.

If you are going into employment, then being able to manage a team or a project is an essential skill. In a marketing or design studio situation for example it's managing the client expectations against time constraints and budgets. The other suppliers; photographers, printers and developers. Being a good leader is about being able to cope. Being able to spin all those plates at once and being in control.

Key leadership skills include:

Active listening - not just listening to the conversation and not taking it in. Actively listening and processing what's being said. Absorbing the information.

Empathy - we don't mean you have to go all 'huggie' with your customers, but you do need to understand their needs and feel their passion or their worry. Be emotionally invested.

Ability to make decisions - sitting on the fence or asking someone else to choose is not going to push you forward. Be strong enough and confident enough to make a decision and stick by it. Understand the consequences of your actions, which might be the financial cost

to your client, the time cost to yourself or changing suppliers because they aren't doing what they need to.

Flexibility - be able to bend around your customer needs, not sitting up all night working on something but being able to adapt to situations when you need to.

Communication – is an essential skill for anyone in business, not just a leader. Be able to explain what you need and why, be clear and concise and easy to understand.

Time management - be able to manage your own time and others whether they are suppliers or a team of staff. Be able to meet deadlines and deliver on time. We will look at that in more detail in the second part of the session.

People management - be able to organise the people around you. In a team situation or being able to look after your customers and their demands.

Vision, Passion and Drive - the ability to see past problems, create solutions and have the physical and mental energy to take your ideas forward and make things happen.

Activity one

For your first activity, I would like you to self-analyse. **When you look at that list of leadership skills how many of those skills do you have? If you had to tick them off how many would you score?** I'm not going to ask you to tell everyone but for our first little exercise, I would like you to go through the list and score yourself out of 10.

Make notes and analyse yourself. How you could improve that skill and what it would mean to you either in your own business or your job seeking if you could improve it.

Let's take 20 minutes to through them. Think about where you are now and how the development of these skills would help you.

Time for this activity: 20 mins

There are ways that you can improve your leadership skills. Identify your strengths and your weaknesses. The exercise you just did will help you do that, by scoring yourself out of 10 you can create a physical level for yourself. **You have a starting point to develop from. You can set goals and think back to Monday with our FABS and our goal-setting.** Improving some of these skills might be a goal that you want to set in your FABS profile.

In the second half of today's session, we will focus on some of these leadership skills and give you some useful reading to help develop areas you feel you might be struggling in.

You might want to work with a mentor that can coach you and help you in smaller bite-size steps. Or you might want to pool your resources with other members of the Skills Bootcamp. You will all excel at some things and need to develop others. Chatting with the other members of the group, you can help each other out in the areas you need to advance.

Take a look at the article from Tony Robbins in your useful links doc. If you haven't heard of him, he is a well-respected coach. He has spent 4 decades helping people transform their lives. His articles and social media are well worth following for useful tips and articles.

Mindset

Mindset is a trendy topic at the moment. The definition of mindset is *"The established set of attitudes held by someone. A habitual or characteristic mental attitude that determines how you will interpret and respond to situations."*

What you do and how you act in response to the world around you.

Your mindset influences how you think, feel and behave in any given situation. Having a good mindset and being able to manage those feelings will help you get through even the toughest of business situations. Being able to keep yourself from being overwhelmed by situations outside your control is essential for anybody no matter whether you are an employer or employee.

At some point in your business or job you are going to hit a problem and being able to utilise all these mindsets will help you handle and resolve those situations.

Confidence and belief in your abilities will help you succeed in your endeavours.

For you as part of a bigger team that might be having the confidence to put forward your ideas to a team of your peers. Or maybe to be able to pitch ideas for a new campaign to your boss.

For you as a business owner, it might be the confidence to stand up in front of a room full of strangers at a networking event or the faith in yourself to create and launch a new product range.

Breaking the cycle

Our subconscious stores so much from our past experiences even if we don't realise it. A rude comment someone made to you when you were 8, you probably don't even remember it properly but something sticks. These are limiting beliefs, they are thoughts or opinions that you believe to be the absolute truth. "I can't do that because..." But you haven't actually ever tried.

They tend to have a negative impact on a person's life by stopping them from growing on a personal or professional level and from moving forward in their lives.

An example: A couple work together, and she's more successful than him. Her side of the business is booming, his is lagging behind. He starts to comment that she's too busy, she can't cope.

Too busy, too busy. Day after day the same little words. You can't cope. After a few months, she starts to struggle. She's no busier than she was before but those three little words have seeped through to her subconscious and now those limiting beliefs are telling her she can't cope.

As soon as the cycle is broken and those words stop and she tells herself, I've been busier, I can do this, I can cope with things, and move forward.

Limiting beliefs are no more than a set of psychological rules our brain sets. Breaking that cycle and ditching those rules can help you break down the walls your mind has set for you and allows you to accomplish so much more.

Procrastination is one of the most common productivity pitfalls that we face in our day-to-day lives. It holds us back and stops us from getting to the places we want to be. It puts roadblocks in our way and slows down our journey.

Procrastination is "to put off intentionally and habitually"

Some people call it laziness but that's not true. **It's all behaviour we adopt from those limiting beliefs.** Sometimes there can be an underlying issue, stress, anxiety or fear but in the main, it's people being too hard on themselves. Putting things off that we don't want to do for fear of failure. It might be just something we don't enjoy or we find boring. In which case why are you doing it in the first place? If it's your business then either ditch the bits you don't like or find someone to help you do them instead.

Ask yourself how you want to feel, and how will you feel when you achieve your goals. So what's stopping you?

Time to break the cycle and reprogram. What comes next in this session can help address that list.

Manifesting

Manifestation is the use of various self-help and mindset strategies to bring about a personal goal by focusing your thoughts on the desired outcome.

Manifestation works along the ideology of what you focus on becomes a reality. We are not saying that if you think about it hard enough that it's going to rain haddock or you can make inanimate objects fly around the room. This is helping your mindset not a script from Harry Potter.

Obviously, it's not going to just happen on its own just by the power of your mind, some work has to go into it too, probably a lot of work but it's that word again, MINDSET. It's about thinking positively and putting your thoughts in the right place. Its focus and supportive action, doing the right things that can help you achieve the desired outcome.

There are manifestation techniques and little daily rituals that can help you re-programme your subconscious mind. Allowing you to clear out the negative thoughts and bad experiences that have gone before and focus on your future achievements.

Visualisation

A technique used by Muhammed Ali to help him improve his performance in the ring. **The idea is to immerse your senses in your dream or goal. To picture the outcome, imagine the way you would feel, and the things it would allow you to do.** Spend half an hour a day focusing on those feelings or that end result. A little quiet contemplation to make yourself feel better.

Vision boards and affirmations

A popular favourite with coaches and mentors because of its simplicity. **This involves collecting pictures, quotes and imagery that resonate with your vision. They should be placed prominently somewhere where you will see them and read them every day.**

Something like the bathroom mirror so you read them every day when you clean your teeth. It's a simple way to recondition your brain, so instead of that thought "you *can't cope*" every day it's a positive reinforcement of "*I can do this*".

It helps strengthen your commitment to the end goal, reminding you of where you want to be and inspiring you to go that extra mile.

A survey conducted by TD Bank on 1,100 individuals and 500 small business owners revealed that **one in five business owners used a vision board to create their business plans**. With, 76% of those asked already achieving what they had envisioned using the vision board they created.

Affirmations work in a similar way but it's a set of statements you create and read every day. It might be a list pinned to the fridge or a set of Post-it notes all around your office. Whichever you pick they will have positive statements or quotes that are all designed to again, eliminate the negative tendencies of your subconscious and empower you to achieve your goals.

The most common affirmations are based on self-confidence. When someone's been told day after day that they are useless and stupid in a previous job, they would create an affirmations list with all their skills and good points.

I have a qualification in...

I have 26 years of experience in my field

I have helped xxx many people

And so on.

Reading and re-reading the list will condition and re-programme the brain and break the habit of those limiting beliefs.

Gratitude lists and journaling

Writing down a list of happy things or successes from that day can help reinforce the positives and remove those limiting beliefs. We know that writing notes can help you remember key points even if you know those things by heart. Re-reading things can often trigger a thought or an idea or maybe just remind you that you are brilliant and you know a lot.

Set yourself a goal.

A daily goal is a great way to achieve things in bite-size chunks. Little and often. It gives you a sense of achievement when it's done and it's one step further on your journey. Think about your FABs that we started back at in that second session. They aren't business plans, it's not about an end destination, it's about plotting a route to get there.

Activity two

For your first activity, I would like you to **Set yourself a goal**. It doesn't have to be a big one but start with something achievable.

Gain perspective. How will it help when you achieve it?

What are the **benefits** of achieving it?

Visualise how it's going to work. Keep it simple.

For example, I might set a goal of:

Keep my office tidy

What's my perspective, how will that help me? A tidy desk helps create a tidy mind.

What are the benefits - I will be able to find things, and I won't keep falling over dog toys and forgetting to pay in cheques that I have buried in my in-tray.

How's it going to work - Boxes and shelves and nice organised drawers.

I daft one maybe but it's still a goal. Think about why you came on this course.

What things did you want to achieve at the end of it? Think about some of the goals you set in your FAB. The key is bite-size chunks. A little goal, every day.

Each day set yourself a little target, Lisa is a big lover of lists, to-do lists and daily check sheets, a little job to do each day, makes it easier to get through everything, it becomes less overwhelming and only takes 5/10 minutes out of her day rather than trying to do it all at once.

Sometimes it can be something as simple as answering 5 emails a day to work through the big list in your inbox. Other times it might be researching keywords for your SEO. Every day there's a little task and it gets ticked off. **There's a reason for it, there are benefits, and there's an outcome. It doesn't have to be earth-shattering just relevant.**

Off you go, take 20 minutes and create yourself 2/3 goals that you can achieve over the rest of this week.

Your Project Brief

I'm going to send you off in a few minutes to explore some leadership techniques and articles but first, we are going to run through your Skills Bootcamp project.

In each session, you are going to create content, code or pages and build a WordPress website that you can either use for reference after the course or use as a portfolio to show a potential employer the skills you have learnt. As you progress you will add functionality, documents and content to the site. The best way to learn WordPress is to build it so that's what you are going to do.

In sessions, you will work on activities alongside the trainer and in your practical sessions and coursework we will set you a task to go off and do. Unlike our other Skills Bootcamps, we won't be providing workbooks for you to complete. We may ask you to provide us with a link to the page you have created but it won't be lots of written essays that you send back to us. You will need to build and create all the activities on your site and send us links or screenshots of the completed pages. You will need to keep on top of the activities as most of them carry on from each other to build up the site and your portfolio of work.

Even if you have your own business and a website already, you are expected to create the site in full. Some of the activities are based on imaginary scenarios like the Stir Well and Cactus King, others will be more generic. Please stick to the briefs. Don't ask us if you can do your own business or change the activity. It's all done for a reason.

Make sure each day you are logged into your test site at the start of the session and ready to add content. Pretty much everything you do from here on in will become a page on your site.

Activity three

At the start of the session, we looked at leadership skills to help you be a better business owner or a better employee. For your first practical assignment, we would like you to go back to the list of skills you made earlier in the session. Use the articles and resources in the useful links document and identify techniques to improve your scores on those skills.

Create a list of which skills you want to develop and what you are going to do to achieve that development. Some of the articles have worksheets in them, feel free to complete those and upload them as part of your evidence.

What we want to see:

- Pick at least 3 skills
- Tell us what you want to do, over how long and the outcome for you.
- Tell us which articles/resources you used. You can use as many as you like and find others you think will help you too. If you find anything else to help, just share the URLs with us so we can see your research.

As you progress through the weeks you might want to update us on how you are getting on, feel free, we would love to see how you are getting on.

There is no set worksheet for this task, just email your notes to dms4alltrainers@gmail.com. You have until the end of the session to ask me anything and then you are free to carry on working on your own.

Extra help

If you need any help with anything from today's session, feel free to message me in the WhatsApp group. If you have any other issues or problems related to the course or the tools speak to Andrew and Irfana, they are here to help you.

Up next

See you next week when we start on coding with HTML. Don't forget your coursework assignment tomorrow!