

# **Sail America 2008 Conference**

**Accelerate Your Impact  
as a Leader**

## **Learning Guide**

**Presented by**

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**ACCELERATE  
*20 Practical Lessons to  
Boost Business Momentum***

**Accelerator Action #1: Learn from leaders in your past.**

- a. Name a specific person who influenced you in the past.
- b. Specifically how did this person effectively influence you and the other members of the group?
- c. How can you use that leadership technique in influencing the people you work with today?

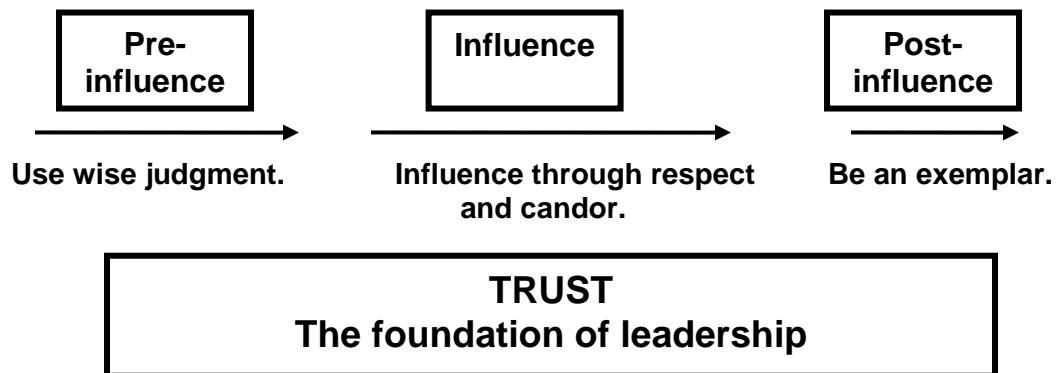
***Practical Application***

What will you do in the next 7 days to move that idea into action?

## Leadership

Influencing how other people think in ways that generate better sustainable results both for the organization and the people in it.

### The Stages of Leadership



**Accelerator Action #2: Clarify the screens of wise judgment, be an exemplar, and build trust.**

**Wise judgment** – the process of finding and making the best decision to move results forward in a sustainable way.

What steps do you think are required in order to use wise judgment?

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**An exemplar:** a person who embodies a concept.

**How can you embody the concept you are trying to influence others to embrace?**

**Trust** occurs when the other person is willing to consider your influence.

**How can you increase the trust other people have in you?**

***Practical Application***

***What will you do in the next 30 days to apply this accelerator action?***

**Accelerator Action #3: Communicate with respect and candor.**

**Fifteen Suggestions on Effective Communication**

1. Share the conversation.
2. Talk the other person up.
3. Get to know them as a human being.
4. Be excited about their dreams.
5. Value every role.
6. Honor their differences.
7. Respect their time and schedule.
8. Use clear, concise and compelling messages.
9. Appreciate ideas (accept suggestions as significant input).
10. Close the loop.
11. Totally listen.
12. Clarify expectations.
13. Be honest.
14. Be genuinely enthusiastic.
15. Leverage the power of the handwritten note.

*Which two of these do you think you do the best at?*

- a.
- b.

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**Ten Ways To Ruin Business Relationships**

1. Dominate the conversation.
2. Stay in your comfort zone.
3. See only the other person's faults.
4. Smash the conversation into the other person's face.
5. Simply don't pay attention.
6. Tear the other person down behind their back.
7. Use negative non-verbal communication.
8. Maintain an attitude of arrogance.
9. Break your promises.
10. Make "off the cuff" comments frequently.

*Which two of these do you think you most need to stay on the alert to avoid?*

- a.
- b.

***Practical Application***

***What will you do in the next 30 days to communicate more effectively?***

**Accelerator Action #4: Sacrifice to accelerate.**

**The 1-3-6 Exercise**

- a. What is the one most important business outcome you want to improve in the next six months?
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- b. What three things can you do that would have the greatest positive impact on improving that outcome?
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- c. What six things do you need to stop doing so you have the time and the energy to do the three things you know would have the greatest positive impact on improving your most important desired business outcome?
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***Practical Application***

***What will you do in the next 30 days to apply this accelerator action?***