



The Consulting Team, LLC
Facilitating Positive Change

650-965-3663

Request A Consultation

Leadership Tips September 2021: Recommended Reading to Stay Top-of-Game

Message from Dr. Marilyn Manning



Hi Friends,

As many of us return back to work in person or on hybrid schedules, it may feel like heading back to school where continuous learning is vital to stay at the top of our game. In this edition of Leadership Tips we feature our recommended reading list to help us all deal with the dynamic challenges we face entering the Fall of 2021.

Remote, Inc. by Pozen and Samuel, is one of my favorite new books. It's chock full of tips for setting "remote" ground rules. They suggest making agreements of when it's OK to email or message after hours and recommend specific agreements about response times. Consistent communication is essential, especially in how to run better hybrid meetings. We hope our other reading recommendations give you a fresh perspective.

Best,
Dr. Marilyn Manning

(650) 965-3663

P.S. Our new website was designed with you in mind: www.TheConsultingTeam.com.



Craig

Kathy

Susan

Marilyn

Richard

Victoria

Stewart

In this issue of *Leadership Tips*...

1. Article: Recommended reading to keep you at the top of your game this fall
2. September 14 Zoom mini-training: *Putting Off Procrastination*, 1:00-1:30PM Pacific (No Charge)
3. October 12 Zoom mini-training: *How to Motivate Yourself and Your Team*, 1:00-1:30PM Pacific (No Charge)
4. Our new website's new on-line trainings: www.TheConsultingTeam.com



Recommended Reading

to keep you at the top of your game this fall

"Crucial" Reading

Senior consultant Susan G. Schwartz, PMP, recommends a two-book series: *Crucial Conversations* and *Crucial Accountability*, by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzer.

Susan explains, "I have been recommending these two books for the past 10 years because of the practical tips that help readers immediately begin to create safe spaces that convert potentially explosive encounters into positive conversations."

She elaborates, "The authors offer several self-assessments, conversation examples, and easy-to-use checklists to evaluate a situation and plan a neutral approach. These books can be used for high stake conversations for both professional and personal environments. In fact, I wish I had read *Crucial Conversations* when I was navigating the teenage years."

Crucial Accountability (written by the same authors and David Maxfield), provides tools to set expectations and address situations when someone breaks a commitment. These tips work for both in-person and remote teams.

Their wisdom can be found in our courses and coaching on [Critical Conversations](#), [Emotional Intelligence](#), and [Working Across Teams](#).

Diversity, Equity, Inclusion and Belonging

Senior consultant Stewart Levine recommends the latest book by Pulitzer Prize-winning author Isabel Wilkerson, *Caste: The Origins of Our Discontent*.

Stewart sums it up powerfully, as a tour de force on the history of race in America with insight into why we are where we are. A must-read for anyone seeking to develop a DEIB culture.

Stewart also recommends *Black Fatigue* by Mary Frances Winters. Synopsis: it's why it's up to white people to carry the ball and wake up other white people to our current challenges.

Our training and coaching on [Unconscious bias and DEIB \(Diversity, Equity, Inclusion and Belonging\)](#) deepen the learning and help you implement best practices that enrich your workplace culture.

The Timeliness of Nonviolent Communication

Marilyn nominates Marshall Rosenberg's *Nonviolent Communication: A Language of Life: Life-Changing Tools for Healthy Relationships*. She was excited to read that Microsoft's CEO, Satya Nadella, made her top choice book required reading for all employees. It's a classic with over 5 million copies sold in 35 languages. What makes it a must-read? It enhances your communication, critical conversations, empathy, and listening skills in today's constantly changing world.

22 years after its first publication, this book is more imperative than ever. Nonviolent communication (abbreviated NVC, and also called compassionate communication or collaborative communication) is an approach to communication based on principles of nonviolence. It is not a technique to end disagreements, but rather a method designed to increase empathy and improve the quality of life of those who utilize the method and the people around them.

Our conflict [mediation](#), [coaching](#) and training services use principles of NVC to [resolve conflicts](#) and create workplace harmony.

Resetting Yourself: Help Processing Feedback and Unplugging for Boundaries and Balance

For senior associate Craig Harrison, concepts from two books have helped his training and coaching clients be more introspective, maintain balance, and recharge their batteries.

Filmmaker Tiffany Shlain's book and audio, *24/6: The Power of Unplugging One Day A Week* remind us of the value of ritually unplugging from use of technology for 24 hours each week, lest technology use us. Mindfulness, creativity, are renewal are all available when we consciously take time out to be present to family, nature and ourselves.

Whether you're a C-level executive, first time manager or recent hire yearning to prove your mettle, you don't have to be available 24/7 to your work the detriment of your health, family or others. In fact, you'll bring your best self back to work after unplugging one day a week.

These concepts are explored in our coaching and training on [Using Stress Positively](#) and [Managing Multiple Demands, Time and-Priorities](#).

Another book Craig cites that's helped leaders, managers and direct reports alike is *Thanks for the Feedback: The Science and Art of Receiving Feedback Well* by Douglas Stone and Sheila Heen. Whether giving or receiving feedback, this book will help you decipher what you're delivering/receiving, understand intent vs. impact, recognize triggering that occurs, and explore the role others and your own blind spots play in interactions including difficult conversations, coaching and annual reviews.

We address these concepts in our coaching and training on [Giving and Receiving Feedback](#) and [Building and Cultivating Trust in Today's Environment](#).

Successful Leadership

Senior consultant Kathy Citron recommends a Patrick Lencioni book. *The Four Obsessions of an Extraordinary Executive* is a fable about two managers, one of whom follows Lencioni's four disciplines, and is exceptionally successful.

The book includes both the tools and a self-assessment for you and your team that enable you to develop Lencioni's disciplines:

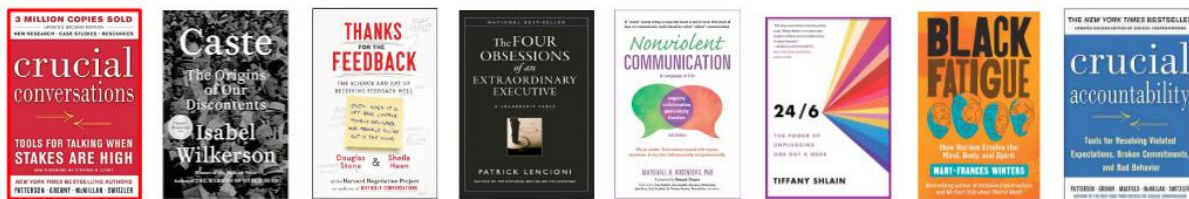
1. Building and maintaining a cohesive leadership team;
2. Creating organizational clarity;
3. Over-communicating organizational clarity;
4. Reinforcing clarity through human systems.

Kathy relates how many of the leaders we coach already use some of these tools and when they discover that others find them valuable techniques for solving many of the challenges they face.

Our courses and coaching on leadership, management and team building draw on these tools and more. Our trainings in [working across teams, departments and divisions](#) employs some of these techniques and some people say they are "a-ha" moments in their evaluations.

Have A Conversation With Yourself

When you experience negative emotions and some physical tension, first have a talk with yourself. Ask: "What am I feeling right now?" That helps calm down negative emotions merely by admitting your feelings and especially by taking a moment to write them down.



Nurturing The Read Seed: Recap from Marilyn

May these books spark your curiosity and support your interest in lifelong learning. Meanwhile, please email me what you're reading and how it's deepening your understanding, leading to breakthroughs, or otherwise positively impacting your

work.

Best,
Marilyn m@theconsultingteam.com

Register for this free 30-min. online mini-training in mid-September

**FREE 30-min. online event Tuesday September 14, 1PM:
"Putting Off Procrastination"**



What are you procrastinating about:

- Starting a writing assignment?
- Tackling a pesky project?
- Conducting a critical conversation?

Attend this program to learn why you do it, and what to do about it to be more productive and feel great about yourself.

**Tuesday, September 14
1:00-1:30PM Pacific**

Limited space: confirm your seat and receive log-in details
when you register using the button below.

Facilitated by Senior Associate Craig Harrison, CVP

Click here to register for our free September 14 mini-
training

Click here to register for our free October 12 mini-
training

FREE 30-min. online event Tuesday October 12, 1PM:

"How to Motivate Yourself and Your Team"



Facilitated by Senior associate Kathy Citron

In these times of constant change, we all need fresh ideas and tools for engagement and motivation. Join us for a lively session to hear:

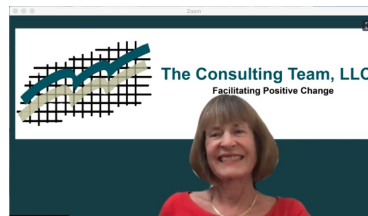
- How to inspire and encourage others
- How to get yourself and others to achieve goals
- How to get yourself and others to be timely and focused

Tuesday, October 12
1:00-1:30PM Pacific

Limited space: confirm your seat and receive log-in details when you register using the button below.

Register for this free 30-min. online mini-training in mid-October

Our Team of Trainers, Facilitators, and Coaches



[Dr. Marilyn Manning](#)



[Craig Harrison, CVP](#)



[Kathy Citron](#)



[Stewart Levine, J.D.](#)



[Richard Lonergan, MA,](#)
[CFO](#)



[Susan G. Schwartz, PMP](#)



[Victoria Smith-Raymond](#)

Contact The Consulting Team to learn more about our online [training](#), [group](#) and [one-to-one virtual coaching](#), and [consulting](#) assistance for leaders and employees.

The Consulting Team

— FACILITATING POSITIVE CHANGE —

945 Mountain View Ave.
Mountain View, CA 94040

650-965-3663

M@TheConsultingTeam.com

Get In
Touch

