

THE LANGUAGE OF LEADERSHIP

THE NEW LEADERSHIP PLAYBOOK

March 22, 2023



25th California Unified Program Annual Training Conference

How are you hoping this class helps you?



PURPOSE OF THIS CLASS

Primary Goal:

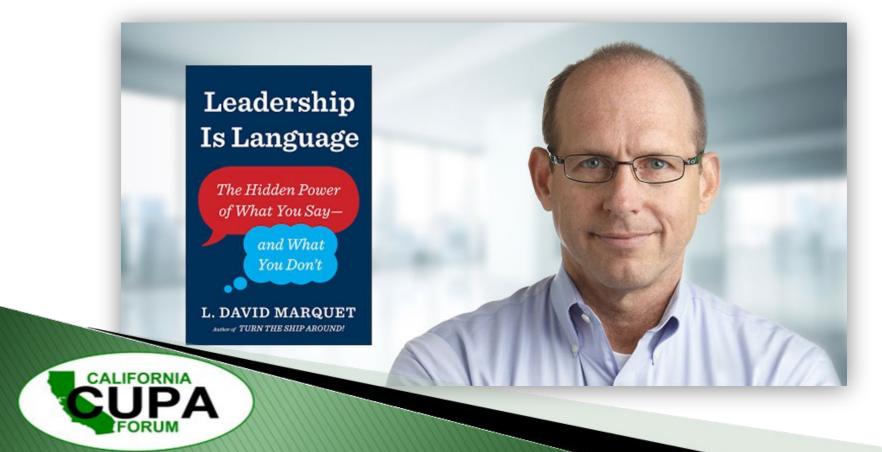
- Identify outdated leadership strategies
- Acquire updated leadership tools

Secondary Goal:

- Challenge beliefs about work
- Change the way you speak to others



SOURCE MATERIAL

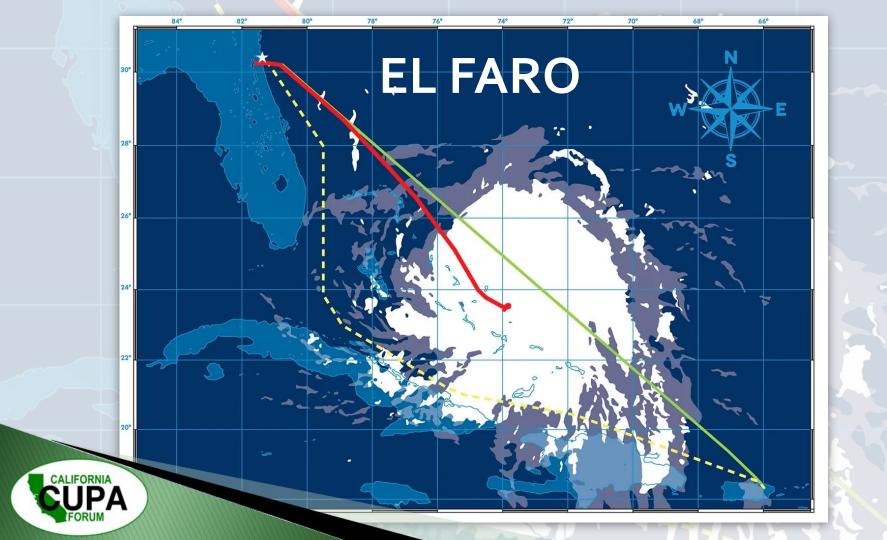


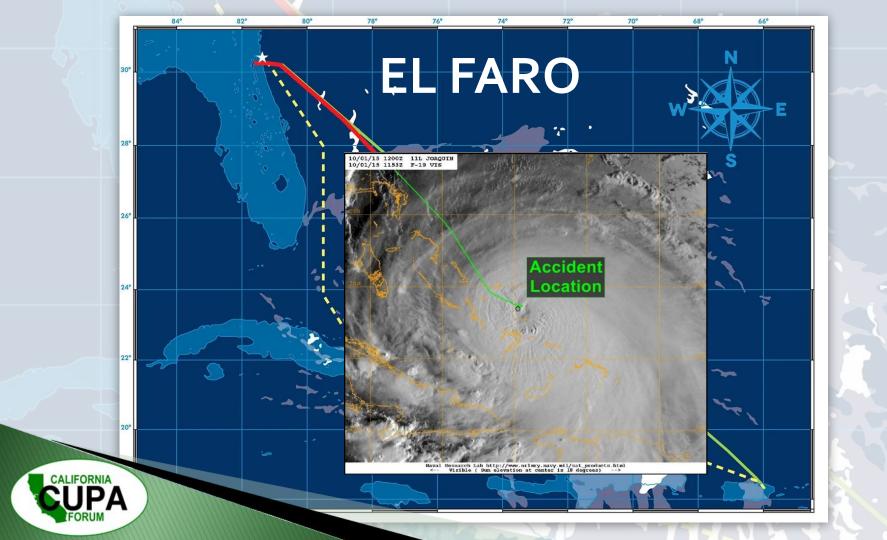
EL FARO













NATIONAL TRANSPORTATION SAFETY BOARD



"The National Transportation Safety Board (NTSB) determines that the probable cause of the sinking of El Faro and the subsequent loss of life was the captain's insufficient action to avoid Hurricane Joaquin, his failure to use the most current weather information, and his late decision to muster the crew.

Contributing to the sinking was ineffective bridge resource management on board El Faro, which included the captain's failure to adequately consider officers' suggestions."



HOW DID LEADERSHIP DOOM THE EL FARO

- The Captain was the sole decision maker
- Crew input was not part of decision making
- The Captain's decisions weren't questioned
- The culture of the shipping company did not allow failure
- El Faro used outdated leadership strategies.



WHY YOU SHOULD CARE ABOUT LEADERSHIP

- Employee Engagement
- Disengaged employees do less work
- Disengaged staff are more likely to leave your organization
- Micromanaging staff is exhausting
- Not training staff to think
- Speed of decisions
- Safety



THE INDUSTRIAL AGE PLAYBOOK

- Obey the Clock
- Coerce
- Comply
- Continue
- Prove
- Conform





RED WORK vs BLUE WORK



- Doing
- Acting
- Building



- Deciding
- Thinking
- Designing





- Doing
- Action based
- Building









RED WORK EXERCISE

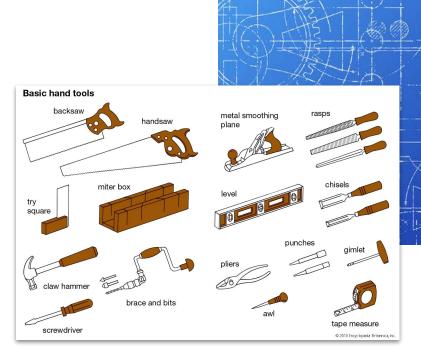
Examples of Red work in your job.







- Deciding
- Thinking
- Designing
- Improving







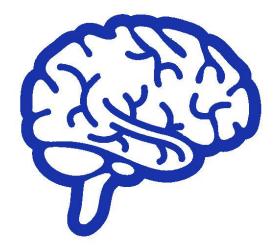
Benefits from:

- Available options
- Variability
- Creativity



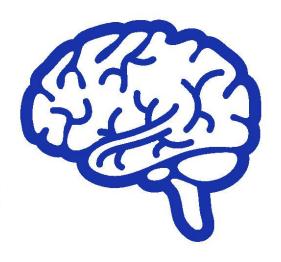






BLUE WORK EXERCISE

Examples of Blue work in your job.



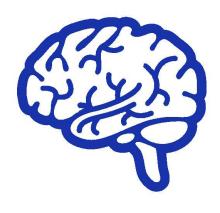


RED WORK vs BLUE WORK

Which one is better?







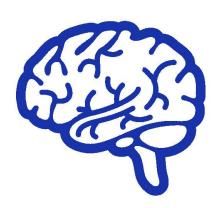


RED WORK vs BLUE WORK

You need both in harmony









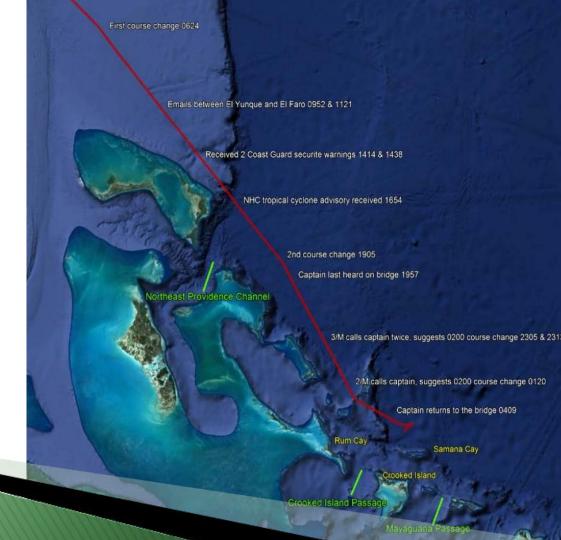
FRAMEWORK #1

TWO KINDS OF WORK:

RED WORK AND BLUE WORK



WHERE WOULD RED AND BLUE WORK APPEAR?





UPDATING THE PLAYBOOK

- **Obey the Clock** (Pressure to be on time)
- Coerce (convince the workforce)
- **Comply** (go along with the decision)
- **Continue** (keep doing what you were doing)
- Prove (show people you're right)
- Conform (fear of the crew to speak up)

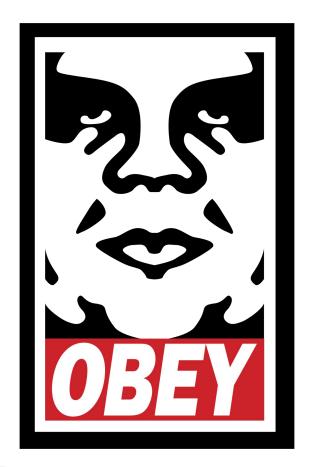
- Control the Clock (Pause for Bluework)
- Collaborate (see if a better idea exists)
- **Commit** (to the Red Work decided)
- **Complete** (finish red work in chunks)
- **Improve** (get better)
- Connect (get ideas from all levels)





OBEYTHE CLOCK

- Pushes Redwork
- Adds a stress
- No way to correct errors











CONTROL THE CLOCK

- 1) Make a pause possible
- 2) Give the pause a name
- 3) Call a pause as a leader
- 4) Preplan a pause







CONTROL THE CLOCK

Make a pause possible

- Don't preempt a pause with your language
- Allow a pause to exist







Class Exercise: Scenario #1

On a construction site, the pre-shift meeting is ending, and a decision has been made to start work on a day when the weather is predicted to deteriorate. As usual, the team feels the time pressure from management to meet production deadlines. They know they are already behind because of previous delays in site preparation. The foreman sends them off saying the following:





Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"Let's all have a safe day"





Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"Let's all have a safe day"







Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"We need to make quota today"





Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"We need to make quota today"







Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"I'll be coming by at twelve o'clock to check on you"





Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"I'll be coming by at twelve o'clock to check on you"







Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"Don't be scared of a little rain."





Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"Don't be scared of a little rain."







Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"If you see any hazardous conditions developing, please text me."





Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"If you see any hazardous conditions developing, please text me."







Class Exercise - Scenario #2

On a deep-water oil rig, after a decision to shift the well from construction to oil production mode, the superintendent says to the team:







Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"Great getting us to this point. We're set!"





Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"Great getting us to this point. We're set!"







Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"How ready are we to shift to production?"





Evaluate Each Statement on a scale of 1 (worst) to 5 (best) for making a pause possible

"How ready are we to shift to production?"







REVIEW

- Don't preempt a pause with your language
- Allow a pause to exist





- 1) Make a pause possible 🗸
- 2) Give the pause a name
- 3) Call a pause as a leader
- 4) Preplan a pause









Give the pause a name (or title)

- Time out
- Safety stand-down
- Yellow Card
- Pulling a cord
- Raising a hand





CONTROL THE CLOCK Give the pause a name (or title)

ANDON (LANTERN) CORD







CONTROL THE CLOCK Give the pause a name (or title)

Afraid of crying "Wolf!"







CONTROL THE CLOCK Give the pause a name (or title)



- Time out
- Safety stand-down
- Yellow Card
- Pulling a cord
- Raising a hand







- 1) Make a pause possible **V**
- 2) Give the pause a name 🗸
- 3) Call a pause as a leader
- 4) Preplan a pause







Call a Pause as the Leader

May be unwilling to call a pause because:

- Intensely focused
- Lost in redwork
- Under pressure from the clock
- They don't want to expose a problem

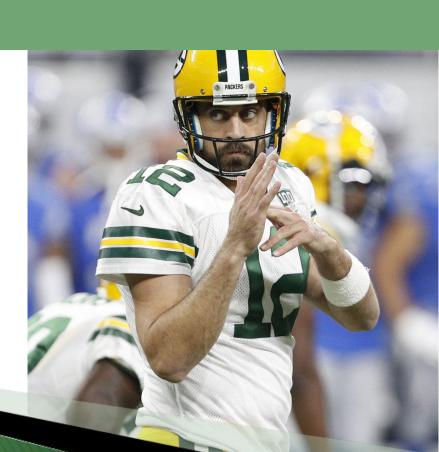






- 1) Make a pause possible
- 2) Give the pause a name 🗸
- 3) Call a pause as a leader 🗸
- 4) Preplan a pause







Preplan a pause

- Schedule a pause
- Prime the workers







- 1) Make a pause possible 🗸
- 2) Give the pause a name 🗸
- 3) Call a pause as a leader 🗸
- 4) Preplan a pause 🗸







UPDATING THE PLAYBOOK

Obey the Clock X



Control the Clock 💯

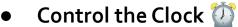






UPDATING THE PLAYBOOK

- Obey the Clock X
- Coerce



Collaborate





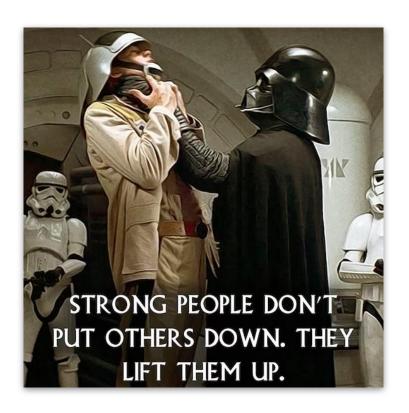
COERCE

Ugly Words

- Manipulate
- Cajole
- Goad
- Order
- Threaten

Polite Words

- Motivate
- Inspire
- Convince
- Lead





COERCE

But what if the idea is wrong?

What if you're wrong?

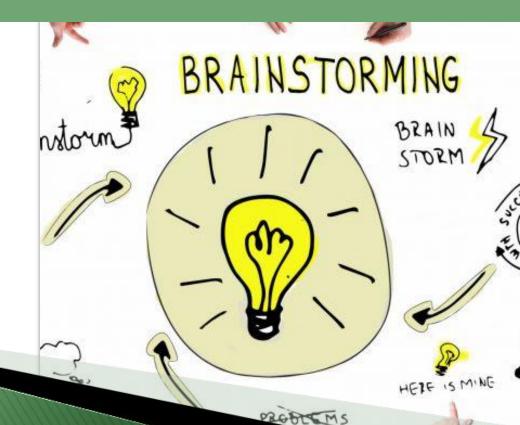
How do you get a better idea?





COLLABORATE

- Perspective
- Embraces Variability
- Collective knowledge





COLLABORATE

Group Exercise

- Get in groups of 5-7 people
- This is a competition Υ
- This event will be timed ①
- This event will be challenging
- Group spokesperson will report results





How much does it weigh? (lbs)



How much does it weigh?

RESULTS

Each team reports their estimated weight

How they got their answer



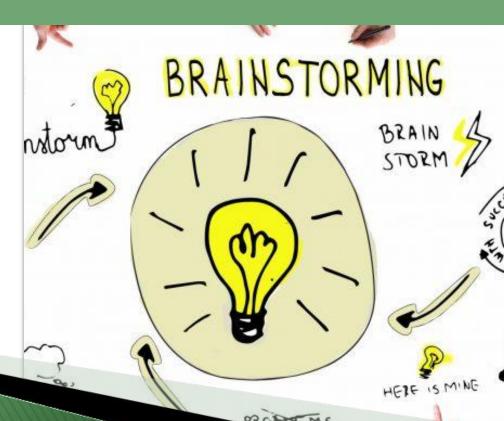


COLLABORATE

GET THE BEST IDEAS OUT

- 1. Vote First. Then discuss.
- Be Curious, not compelling
- 3. Invite dissent
- Give information, not instructions





COLLABORATE Vote First. Then Discuss

Anchoring Bias

• First suggestion





COLLABORATE Vote First. Then Discuss

Anchoring Bias

- First suggestion
- Clustered results





COLLABORATE Vote First. Then Discuss

OK, but how?

- Electronic Polling
- Asking probabilistic questions:
- Probability cards
- Fist to five 🥌 to 🖐
- Dot voting



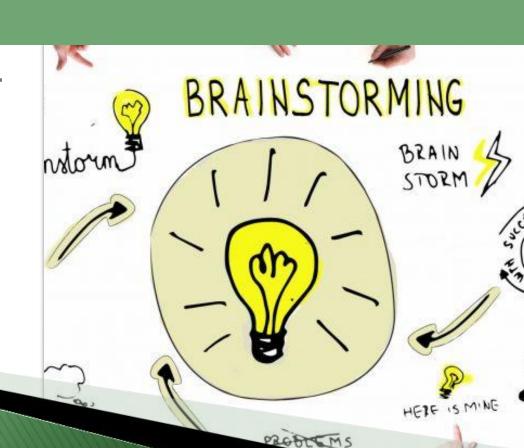


COLLABORATE

GET THE BEST IDEAS OUT

- 1. Vote First. Then discuss. V
- 2. Be Curious, not compelling
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COLLABORATE Be Curious, not compelling

Ask Questions, but Avoid the 7 sins of questioning

- 1. Question Stacking
- 2. Leading Questions
- 3. Starting with Why
- 4. Dirty Questions
- 5. Binary Questions
- 5. Self-Affirming Questions
- 7. Aggressive Questioning





COLLABORATE Be Curious, not compelling



Example:

"We really need to understand why clients don't buy this service, and what our team is doing to address this, whether it's to do with our own communications, or is it because they don't have the skills which are needed, or do they think it's not important and if we ask them what would they say, and what are our measures of success for this anyway, and who is leading on this?"



INSTEAD: Ask questions one at a time



COLLABORATE Be Curious, not compelling





Example:

"Have you thought about the needs of the client?"









Example:

"Why would you want to do that"







A colleague has expressed frustration with another colleague and said that they are at a dead end when it comes to getting the other person to complete work.

Example:

"Do you have the courage it takes to stand up to them?"









Example:

"Are we good to go?", "Will it work?" "Are we safe?"



lnstead: Use questions that start with "what" or "how"







Example:

"We're done here, right?" "Does that make sense?" "All good?"



lnstead: Instead of Self-Affirming try for Self-Educating







Example:

"What are you going to do?"
"How are you going to fix it?"



Instead: Start Small





Seek First to Understand



- 1. Question Stacking
- 2. Leading (teaching) Questions
- 3. Starting with Why
- 4. Dirty Questions
- 5. Binary Questions
- 6. Self-Affirming Questions
- 7. Aggressive (future) Questioning

INSTEAD TRY

- 1. One and done
- 2. Learning Questions
- 3. Tell me more
- 4. Clean (no judgment) Questions
- 5. What & How Questions
- 6. Self-Educating Questions
- Here and now, see and hear Questioning

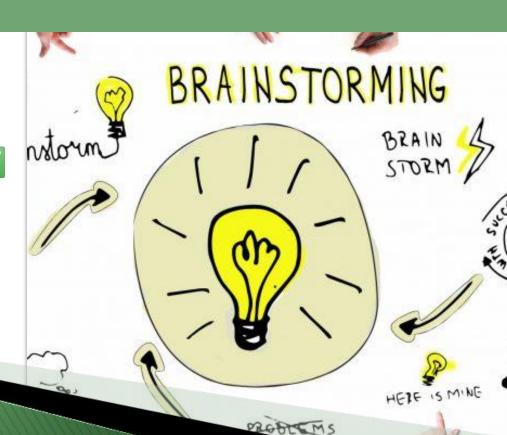


COLLABORATE

GET THE BEST IDEAS OUT

- 1. Vote First. Then discuss. V
- 2. Be Curious, not compelling 🗸
- 3. Invite dissent
- 4. Give information, not instructions





COLLABORATE Invite Dissent

Dissent does not equal disharmony

- Valuable
- Invite it
- Create it





COLLABORATE

GET THE BEST IDEAS OUT

- 1. Vote First. Then discuss. V
- 2. Be Curious, not compelling 🗸
- 3. Invite dissent 🗸
- 4. Give information, not instructions





COLLABORATE Give Information, not instructions

Are these signs Collaborative, or Coercive?









COLLABORATEGive Information, not instructions

Old Playbook

Park There

Submit your report

Fill out the application by 5:00pm

Double check the numbers

Back up a little more. Stop

Meet back at 10:00am

New Playbook

I see an open parking spot there

Your report looks complete and ready to submit

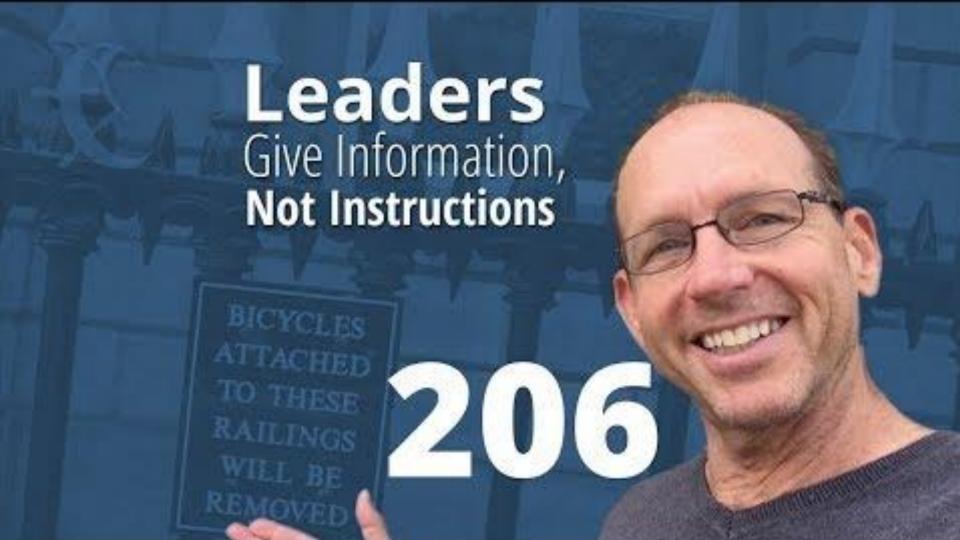
Applications received after 5:00pm will not be accepted

It is very important that these numbers are correct. Any errors will halt the project

6 feet, 4 feet, 1 foot....

The training will resume at 10:00am



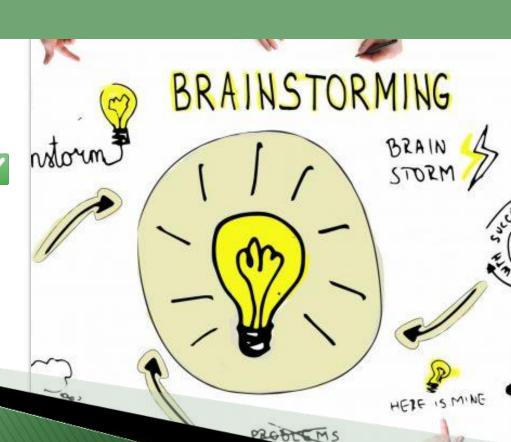


COLLABORATE

MAKING BETTER DECISIONS

- 1. Vote First. Then discuss. V
- Be Curious, not compelling
- 3. Invite dissent 🗸
- 4. Give information, not instructions





UPDATING THE PLAYBOOK

- Obey the Clock 🗙
- Coerce X

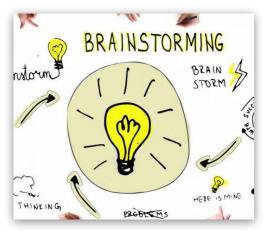






Collaborate 9







UPDATING THE PLAYBOOK

- Obey the Clock X
- Coerce X
- Comply







Commit







COMPLY

Motivates the worker using external factors

- Weak motivation
- Takes a toll on team engagement
- Appropriate for some settings





COMMIT



- 1. Commit to Learn not just Do
- 2. Commit to Actions not Beliefs
- 3. Chunk it small but do it all
- 4. Coulda Woulda Shoulda
- 5. Commitment Escalation



Intrinsic Motivation is the strongest motivation





Observe and Measure, Test Hypothesis

- Committing to Learning
 - More interested in the redwork
 - Have more input in the next bluework cycle
- Look for variables set forth earlier
 - What's the weather doing
 - Are things getting better or worse







COMMITCommit to Actions not Beliefs



- Usually the worker
- Sometimes the manager







Commit to Redwork in small pieces, not the entire project

- El Faro committed to the entire trip before they left Jacksonville
- Do 8 hours worth of inspections

- El Faro should have separated the trip into "legs"
- See each inspection as Redwork before going to the next.

 EXPIRATION

 EXPIRAT

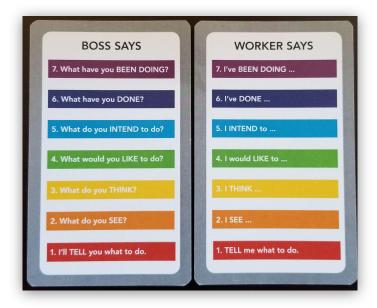




COMMIT Coulda, Woulda, Shoulda

Natural flow on language

- How could we solve this problem?
- What would you do if you were the manager?
- What should we do?







Commitment tends to be self-reinforcing

- Once a decision is made we tend to stick with it.
- We feel responsible for the outcome
- Overestimating your ability to control the outcome will make deviation harder.







We've got the best decision, lets go do it.

- 1. Commit to Learn not just Do
- 2. Commit to Actions not Beliefs
- 3. Chunk it small but do it all
- 4. Coulda Woulda Shoulda
- 5. Commitment Escalation



Commit moves us into the Red work



UPDATING THE PLAYBOOK

- Obey the Clock X
- Coerce X
- Comply X











Commit 🤝







UPDATING THE PLAYBOOK

- Obey the Clock X
- Coerce X
- Comply X
- Continue







- Commit 🤝
- Complete



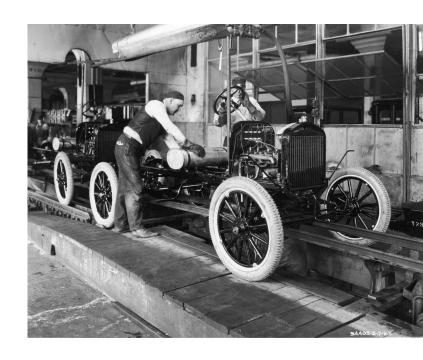




CONTINUE

Continue Uninterrupted Production

- One Optimal Way to produce One Optimal design
- Only stop when you have to
- IA model erected barriers to keep Red work from being stopped







This Period of Red Work must finish so we can analyze it

- 1. Complete Each Cycle
- 2. Celebrate

Completion Is a deliberate step in the work process.







COMPLETE Complete Each Cycle

Set the stage for appropriate cycles

- New projects require more blue work
- Transition often
- Celebrate!

Complete and Celebrate





Completion Means Celebration

- Values the contribution during red work
- Highlights and reinforces behaviors that contributed to the red work









Celebration Affects Behavior

- Antecedent, Behavior, Consequence
 - o Immediate vs Delayed
 - Positive vs Negative
 - Certain vs Uncertain
- Only consequences (+/-) affect behavior







How to Celebrate

- A. Celebrate with and not for
- B. Focus on behaviors not characteristics
- C. Focus on the Journey







COMPLETE

Celebrate: How to Celebrate

A. Celebrate with and NOT for

Extrinsic vs Intrinsic motivators



- Evaluation: "Your best work yet"
- Judgement: "Good Job"
- Praise: "I'm proud of you"

WITH

- Appreciaon his will really help the ton
- Observation: "I can tell you put a lot of time into this"
- **Prize:** "This work is highly valuable"





COMPLETE

Celebrate: How to Celebrate



Positive feedback can have negative consequences

CHARACTERISTIC

- Friendly
- Smart
- Good Inspector

BEHAVIOR

- Supports others
- Seeks new information
- Spends time





COMPLETE Celebrate: How to Celebrate

C. Focus on the Journey
Journeys prime people to celebrate the goal internally

- Invite them to tell the story
- Listen for turning points
- Ask questions about behaviors



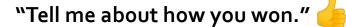


EXERCISE: Rate the following celebration statements:

"Great Job!"



"You worked so hard to win!"













This Period of Red Work must finish so we can analyze it

- 1. Complete Each Cycle
- 2. Celebrate

Completion Is a deliberate step in the work process.







UPDATING THE PLAYBOOK

- Obey the Clock 🗙
- Coerce X
- Comply X
- Continue X







Collaborate 💡



Commit 🤝



• Complete 🏁





UPDATING THE PLAYBOOK

- Obey the Clock X
- Coerce X
- Comply X
- Continue X
- Prove







Collaborate 💡





Improve



PROVE

You can't teach someone who's never wrong

- Competence:
- Relatedness:
- Autonomy:







IMPROVE

Part of the Learning Process

- Must be out of redwork
- Run this play after complete
- IA had Blueworkers run this on Redworkers

*Must remove clock pressure to run this play







IMPROVE

How to run this play

- 1. Forward, not backward
- 2. Outward, not inward
- On the process, not on the person
- 4. On achieving excellence, not avoiding errors.

*Must remove clock pressure to run this play







IMPROVE Forward not Backward

Be Good vs Get Better

Be Good

- Knows everything
- Is at maximum efficiency
- Competes with everyone
- Fails when not the best/perfect
- Defensive towards criticism

Get Better

- Can Learn new things
- Can find new ways to get more efficient
- Competes with yesterday's self
- Fails when hasn't improved
- Embraces criticism as valuable





IMPROVE Forward not Backward

Forward "Get Better Self"

- What to do differently
- Change the process
- What worked well
- Back in time
- What to remember







IMPROVE Outward not Inward



Shift the focus off of self

- New Person
- Changes
- Actions





IMPROVE On the Process not the Person



Removes judgement

- Improve the work
- Actions





IMPROVE Achieve Excellence not Avoid Errors

Avoid Error

- Do everything perfectly
- Take no wrong actions
- Make no wrong decisions

Achieve Excellence

- Learn from mistakes
- Take the best action you know of
- Select the best decision to meet your goals

Motivations

- Take no action unless guaranteed
- Externally motivated

- Takes pleasure from increased Mastery
- Internally motivated





IMPROVE

How to run this play

- 1. Forward, not backward
- 2. Outward, not inward
- On the process, not on the person
- 4. On achieving excellence, not avoiding errors.

*Must remove clock pressure to run this play







UPDATING THE PLAYBOOK

- Obey the Clock X
- Coerce X
- Comply X
- Continue X
- Prove X









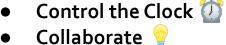
- Collaborate 💡
- Commit 🤝
- Complete 🏁
- Improve //





UPDATING THE PLAYBOOK

- Obey the Clock X
- Coerce X
- Comply X
- Continue X
- Prove X
- Conform



- Commit 🤝
- Complete
- Improve
- Connect





CONFORM

- Do what you're told
- Don't criticise the deciders
- Can't change the organization





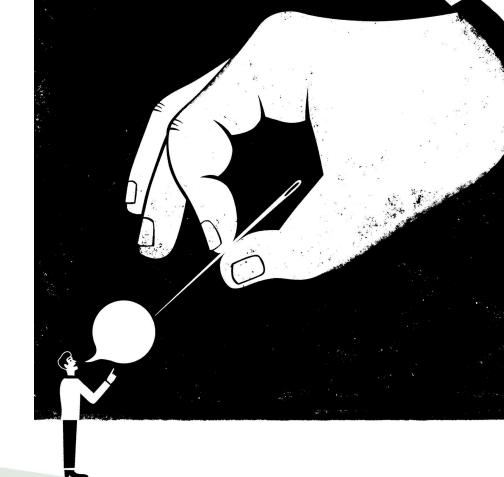


CONFORM

Group discussion

Examples of Conformity

-In the video -In your workplace





CONNECT

The Foundation for all the other Plays

- Makes it safe
- Creates conditions
 - Diversity of thought
 - Variability of opinion
- Cares about people





CONNECT

It's All About Caring

1. Flatten the Power Gradient

2. Admit You Don't Know

3. Be Vulnerable

4. Trust First







Steep Power Gradients

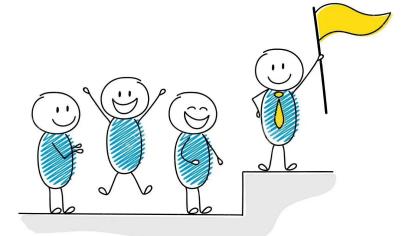
- Harder to tell the boss bad news
- Subordinates will invoke PROVE mindset
- Subordinates will remain silent
- Reduces things we want





Flatter Power Gradients

- Staff "tell it like it is"
- Team members admit mistakes
- People deliver bad news
- Employees embrace the IMPROVE mindset
- Increases what we want





How to Reduce it

INSTEAD OF

- "I need you to do this."
- "Here, I'll tie your shoes for you."
- Reinforcing Authority
- Judging

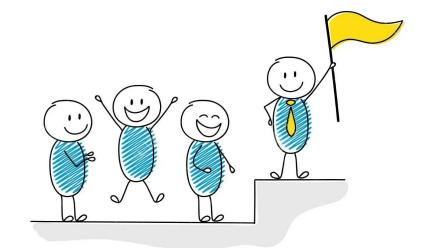
TRY

- "We need to do this."
- Lets get your shoes tied so we can go."
- Reducing Authority
- Observing and Describing



How to Reduce it

- Increase Proximity
- Attribute actual authors
- Print photographs of the entire team





CONNECT

It's All About Caring

- Flatten the Power Gradient
- 2. Admit You Don't Know
- 3. Be Vulnerable
- 4. Trust First





CONNECT Admit You Don't Know

How to Express uncertainty:

- "I don't have experience with this, yet"
- "We're in uncharted waters"
- "I'm only 60% sure on this, that means that there's a 40% chance I'm wrong"
- "I can see the arguments on both sides"





CONNECT

It's All About Caring

Flatten the Power Gradient

2. Admit You Don't Know 🗸

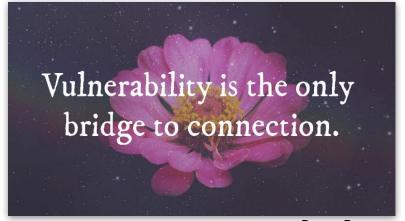
- 3. Be Vulnerable
- 4. Trust First





CONNECTBe Vulnerable

Vulnerability reduces the power gradient and invites others to share



-Brene Brown





CONNECT

It's All About Caring

Flatten the Power Gradient

2. Admit You Don't Know 🗸

3. Be Vulnerable 🗸

4. Trust First



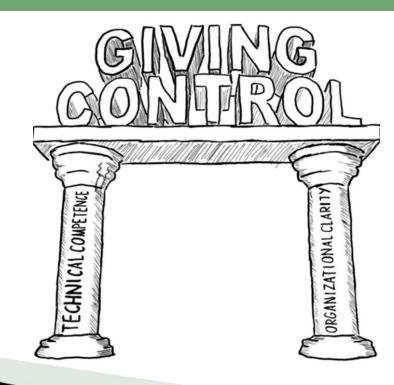


CONNECTTrust First

Assume good intent.

Trust can be built on Competence and Clarity

- Technical competence
- Organizational Clarity





CONNECT

It's All About Caring

Flatten the Power Gradient

2. Admit You Don't Know 🗸

3. Be Vulnerable 🗸

4. Trust First 🗸





UPDATED PLAYBOOK

- Obey the Clock X
- Coerce X
- Comply X
- Continue X
- Prove X
- Conform X





- Control the Clock (1)
- 🔹 Collaborate 💡
- Commit 🤝
- Complete 🏁
- Improve
- Connect





UPDATED PLAYBOOK

- Obey the Clock X
- Coerce X
- Comply X
- Continue X
- Prove X
- Conform X

Control the Clock (1)



Collaborate

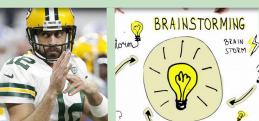


Complete

















SAVING EL FARO

- The Organization
- The Ship Culture
- The Mindset
- Decision Points (1)
- Decision Meetings
- Team Confidence
- Celebrates legs
- The Team Learns
- Changes Route





Update Your Playbook



UPDATED PLAYBOOK

CONTROL THE CLOCK

 Remove time pressure so that blue work can thrive

COLLABORATE **

 Get all the ideas out and pick the best

COMMIT

 The team commits to the work for the redwork cycle

COMPLETE

 Celebrate completing redwork, acknowledge behaviors contributing to the success.

IMPROVE

 Enter bluework to learn from the last redwork cycle

CONNECT **

 Build an environment of trust and security so that everyone participates



LEADERSHIP IS LANGUAGE

Audio version



Hardcover



Leadership Is Language

The Hidden Power
of What You Say—
and What
You Don't

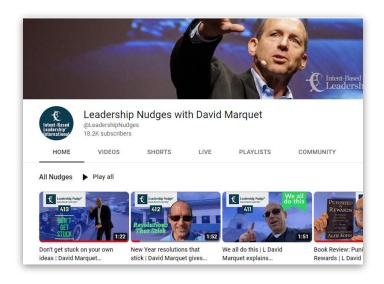


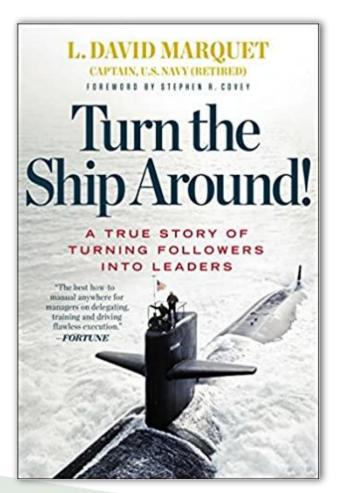
Author of TURN THE SHIP AROUND!



INTENT BASED LEADERSHIP

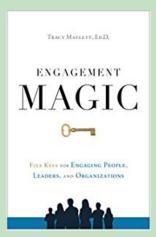


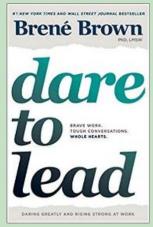


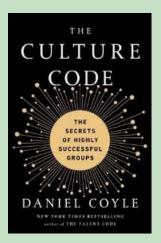


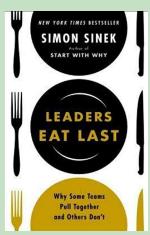


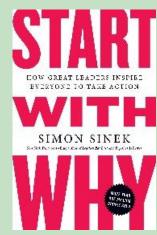
OTHER RESOURCES

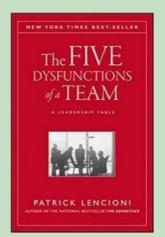














PURPOSE OF THIS CLASS

Primary Goal:

- Identify outdated leadership strategies
- Acquire updated leadership tools

Secondary Goal:

- Challenge beliefs about work
- Change the way you speak to others









CUPA Manager
Mendocino County Environmental Health
fordk@mendocinocounty.org
707-234-6640







BREAKTIME!





BREAKTIME!

