



# **Leader Development COI**

## **Leadership Confidence:**

### **Getting beyond your comfort zone**

January 10, 2024  
12:00 p.m. ET

# HOUSEKEEPING NOTES & TIPS

Those connecting through a VPN will likely have difficulties. Please, ditch the VPN!

Audio is broadcast through your computer speakers; when you entered you should have been prompted to connect to the audio stream. Click connect...and turn up your volume.

Use the “Chat” tab on the control panel to submit a technical issue. Look at the “private” tab for your response.

This webinar is interactive. You can come off mute to answer a question. Submit a written question at any time via the “Q&A” tab. “Upvote” questions already asked to avoid duplication but indicate you also want an answer to that!

Click on the “Handouts” tab to download a copy of the presentation slides.

This webinar will be recorded for future viewing.

# POLL QUESTION

Let's see who is on this call...who do you represent?

- a) Active-Duty Military
- b) Civilian at Government Agency
- c) Small Business (less than 100 emp.)
- d) Medium Business (101-2,000 emp.)
- e) Large Business (2,001 + emp.)
- f) Academic institution / Non-Profit
- g) Retired



# Don Young, PE, CCM, F.SAME, Executive VP, MBP



- Share the same middle name with one of my grandsons
- Big fan of chocolate: ice cream, cookies, Stout, & candy
- Love sports....football, baseball, basketball, and soccer



# **Leadership Confidence: Getting beyond your comfort zone**

January 10, 2024

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# Learning Objectives

- a. Identify types of leadership styles
- b. Understand the comfort zone concept
- c. Apply best practices to three scenarios

# Agenda

Introduction

Leadership

Comfort Zone Concept

Leadership Exercise #1

Leadership Exercise #2

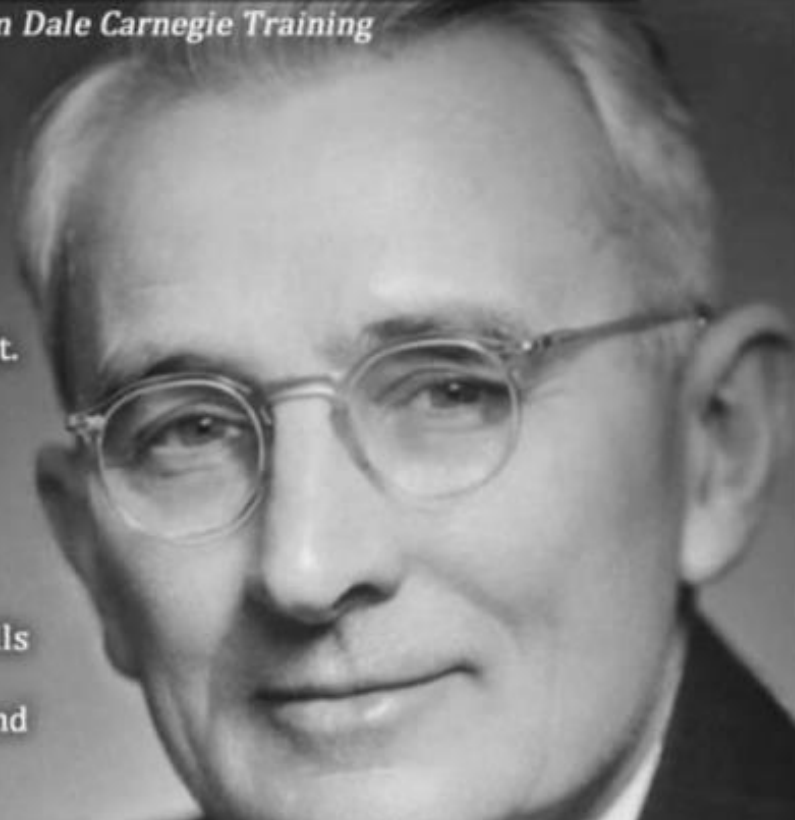
Leadership Exercise #3

Summary

Q&A

# Famous Dead Guy Quote

**7 Secrets of Personal Development**  
*from Dale Carnegie Training*



- 1: Only you can take charge of your personal development.
- 2: Development is a personal process.
- 3: Success often occurs in places where you least expect it.
- 4: Focus on the little things around you, not just the bigger picture.
- 5: Improving your listening skills will make you a better communicator.
- 6: Never stop learning new skills and practicing basic ones.
- 7: Success starts with failure and is a "trial and error" process.

**“There is no growth in the comfort zone”**

**Anonymous**



# Leadership

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# Defining Leadership

- Leadership is a process of social influence, which maximizes the efforts of others, towards the achievement of a goal
- Leadership: "A learned skill and behavior" versus "Leaders are born to lead" training approach
- Army FM 6-22 defines "leadership as the process of influencing people by providing purpose, direction, and motivation while operating to accomplish the mission and improve the organization."

# Defining Leadership

Key traits: "basic leadership principles"

- Lead (from the front)
- Self-Confidence (not egotism)
- Moral Courage
- Physical Courage

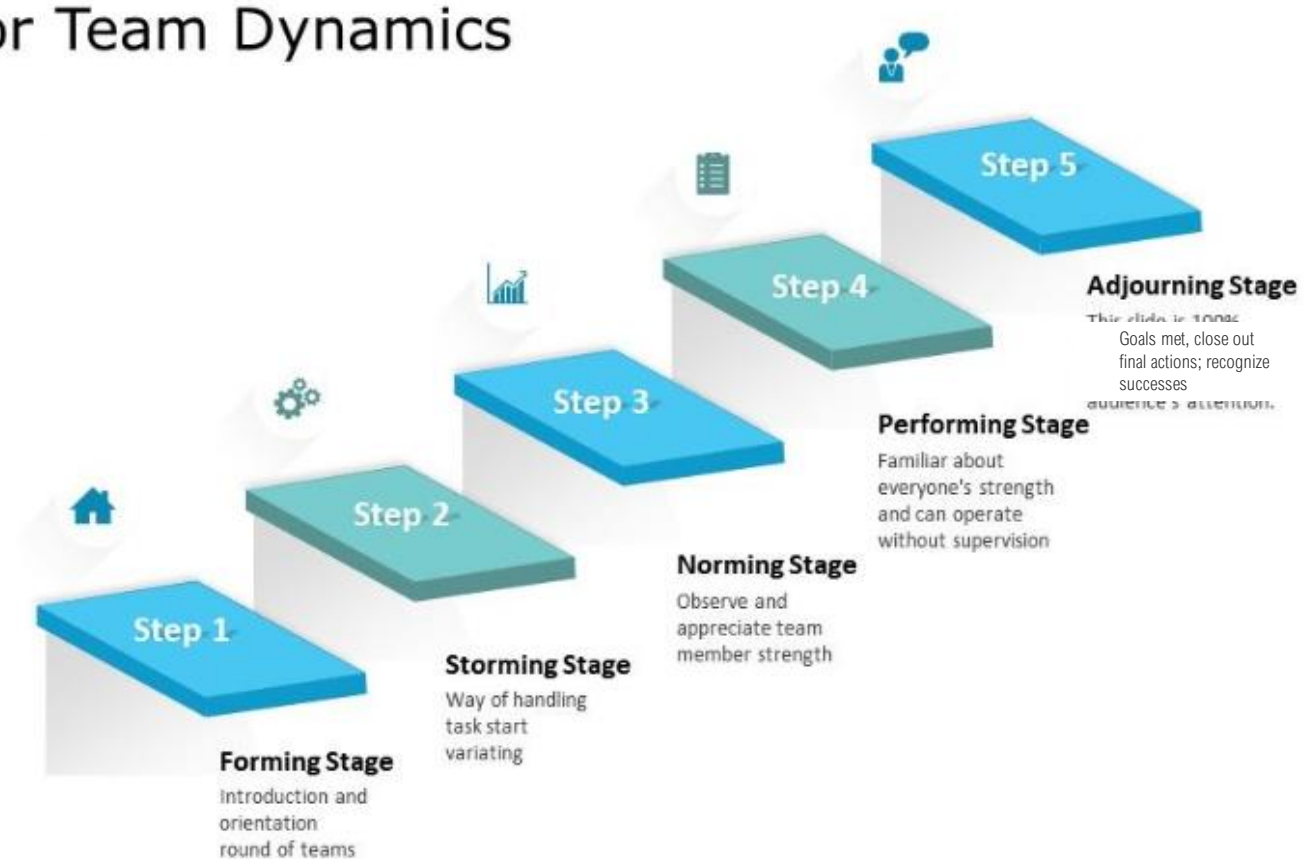
"The function of leadership is to produce more leaders, not more followers".

Ralph Nader

# Defining Leadership

- Common basic styles
  - Authoritarian/Autocratic
  - Transactional/Bureaucratic
  - Democratic/Participative
  - Coaching/Charismatic
  - Transformational/ Change focused
  - Laissez-faire/ Hands-off
  - Servant/ People first
- Which style of leadership are you?
- Can you have more than one style?

## 5 Development Stages for Team Dynamics



# Comfort Zone

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# Discuss Comfort Zone Concept

## Definition of Confidence:

- Feeling sure of yourself and your abilities
- Quiet inner knowledge that you are capable
- Having no uncertainty about your abilities

“  
If  
“The hardest thing to do is leaving your comfort zone. But you have to let go of the life you're familiar with and take the risk to live the life you dream about.”  
T. Arigo  
”



# Which leader skills provide you more confidence?



# The "Secret Sauce" to build confidence (i.e.-Top 10 list)

- Develop realistic self-awareness & your emotional intelligence (EQ).
- Learn about leadership: Mentor/coach & network with other leaders
- Stop asking “Mother may I” and make a decision
- Be Optimistic: Practice positive psychology
- Look confident; Dress appropriately
- Listen more than you speak (2x rule)
- Develop a sense of humor and understand sports
- Conduct After Action Reviews(AAR): Look for the Lesson(s) in mistakes
- Practice leading unpaid volunteers
- Help others be more successful, then celebrate their success



# Leadership Exercise #1

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# Leadership Exercise #1

Scenario: You are taking over leadership of a new project team next month comprised of five new people from within the same firm that you are employed



Questions for the participants:

What would you do prior to Day-1?

What would you do on Day-1?

What would you do during the first week?

# Leadership Exercise #1 [After Action Review]

Scenario: Taking over leadership of a new project team next month comprised of five new people from within the same firm that you are employed

Theme: Form; Storm; Norm; Perform (Group Dynamics)

# Leadership Exercise #1 [After Action Review]

## Key engagement leader tasks to consider:

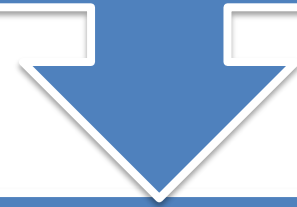
- prior to Day-1: Meet with project stakeholders; Conduct 1:1 sessions with 5 team members; Develop Project Management Plan; Establish Leadership Philosophy; Research similar projects;
- on Day-1: Project Team kickoff meeting; Discuss Project Management Plan; Have lunch/coffee with owner;
- during the first week: Figure out Optempo w/owner and project team; implement reporting, decision making, and documentation processes

# Leadership Exercise #2

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# Leadership Exercise #2

Scenario: You heard about a new Project Manager position opening at your firm in six months that you are interested in pursuing



Question for the participants:

You have never been a project manager before, so what actions do you take in order to prepare for competing on this new leadership opportunity?

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# Leadership Exercise #2 [After Action Review]

Scenario: You heard about a new Project Manager position opening at your firm in six months that you are interested in pursuing

Themes: Performance; Goal Setting; Continuing Education; Professional Development Plan

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# Leadership Exercise #2 [After Action Review]

Question for the participants: You have never been a project manager before, so what actions do you take in order to prepare for competing on this new leadership opportunity?

- Talk to HR and the Department Leader; Talk to employees in the same department; Update your resume; Achieve licensure/certifications to better prep; Finish degree(s); Validate position meets your Pro Develop Plan (i.e.-career goals); Review position requirements (or similar ones)
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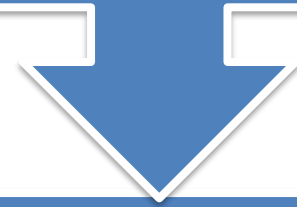


# Leadership Exercise #3

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# Leadership Exercise #3

Scenario: You are about to join an existing Mega-project team at another firm next month as one of several discipline experts



## Questions for the participants:

What would you do prior to Day-1?

What would you do on Day-1?

What would you do during the first week?

# Leadership Exercise #3 [After Action Review]

Scenario: You are about to join an existing Mega-project team at another firm next month as one of several discipline experts

Themes: In order to be a good leader, you have to be a good follower; Group Dynamics (F-S-N-P);

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# Leadership Exercise #3 [After Action Review]

## Questions for the participants:

- What would you do prior to Day-1? Meet PgM/ Senior PM; then meet w/other discipline experts; Review Project Management Plan; Visit actual work site; Develop packing list; Determine project Optempo
  - What would you do on Day-1? Meet with PgM/Senior PM for priorities of work; Introduce to owner; Get work station/office established; Check conductivity and communications;
  - What would you do during the first week? Attend progress meeting; Implement project Optempo; Meet project team members
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# Summary

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# Summary (Leader Confidence)

- Two key items for developing leader confidence are:
  - Proper preparation;
  - Willingness to step out of your comfort zone
- Apply the "Secret Sauce" items
- Have fun and go for it!
- Thank you for your participation



*Just Do It*

The best leaders are  
passionate about  
developing emerging  
**LEADERS**, because  
true leaders don't  
create more  
followers, **they create**  
**more LEADERS.**



# Q&A AND FEEDBACK

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# FINAL REMINDERS

- A copy of the webinar slides are available to download under the “Handouts” tab.
- A recording of this Webinar will be available on SAME’s Big Marker channel within 2 days.

<https://www.bigmarker.com/communities/same/conferences>

- A PDH certificate for this webinar will be emailed to attendees within 2 days.



# UPCOMING EVENTS



**Registration & Housing Open in January**

[www.samecapweek.org](http://www.samecapweek.org)



**Exhibit Sales are Open**

**Registration & Housing Open in January**

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