



Leadercast™

Super Teams

FACILITATION GUIDE 2023

© 2023 The LC Group, LLC dba Leadercast. ALL RIGHTS RESERVED. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means—electronic, photocopying, recording, or otherwise—without written permission.

KEYNOTE SPEAKERS

Contents

- 4 Purpose
- 4 Defining Values, Expectations and Goals
- 5 Facilitator Responsibilities
- 6 Facilitation Tips
- 6 Facilitation Guide Structure
- 7 Introduction to Leadercast: Super Teams
- 18 Post-Event Resources



Ryan Hawk

8 Push Your Edges



Paaras Parker

10 Super Teams Require Super Individuals



Julie Bauke

12 Career Development: A Leadership Superpower



Tysonn Betts



Kirsten Moorefield



Ray Attiyah



Steve Browne

WHAT MAKES A SUPER TEAM?

PANEL PG 14

How to Use This Facilitation Guide

Purpose

Thank you for your desire and commitment to guiding people in their pursuit to be leaders worth following. As a Leadercast facilitator, you will find great satisfaction in leading the way for you and others to grow together in your leadership. As we become better leaders — individually — we are to model positive core behaviors and values that encourage those around us to follow suit. The Leadercast speakers and content are a great method for encouraging personal and professional development, sharing perspectives in a safe environment, and bringing teams closer together.

This guide is designed to steer your process, encourage discussion and model effective leadership to your group. Whether you are new to facilitation or have extensive experience, it is important that you take time to read through this guide before enacting your program. Whether you experience one speaker, or are watching multiple for a daylong session, this resource will prepare you for upcoming group sessions.

Defining Values, Expectations and Goals

When you start your Leadercast program, it is important that you create an environment with clear values, expectations and goals. Participants need to know what they are committing their time to and how they can contribute to the group. As facilitator, it's your responsibility to outline expectations and help establish group norms. Here are some core values, expectations and goals you can include in your initial meeting before diving into the content. Be sure to ask your group members if there are any other values, expectations and goals they would like to add to make the group their own.

Values

- **Relationships** – Great relationships will begin to form throughout the duration of your program. Challenge the group to realize this opportunity to build and invest in one another.
- **Respect** – The content you will hear will spark conversations within the group, and your members will likely have different points of view during your presentation(s). Know that this is positive interaction and part of what creates a healthy dialogue. Every member of the group should feel that their input is respected and valued.
- **Openness** – All group members should be allowed to express their opinions and understand that it is a place where they can do so. They should trust that nothing shared within the confines of the group will be met with hostility or aggression.
- **Safety** – What is said in the group should stay in the group. Most organizations are forbidden by law to have employees promise confidentiality, but the group should commit to keeping its environment a safe space for discussion.

Expectations and Goals

- **Commitment** – All group members should make a commitment to the group, and to themselves, that they will actively participate in the group, be on time, come prepared and actively engage in discussion.
- **Timing** – Decide on a consistent time and place to meet each week that will allow you to have a productive discussion and eat within the timeframe you have available.
- **Amount of Material to Cover** – Calculate how many weeks you will spend on this content and cover the appropriate number of videos per meeting in order to finish within that time frame. (Note: This Facilitation Guide builds out each video as a separate unit, but you may need to cover more than one video per meeting. Combine videos according to the number of weeks you have to cover the material.)
- **Communication** – Ask group members to email you if they plan to be absent at any time so you can plan accordingly.
- **Facilitation** – In the spirit of leadership, we recommend that you give everyone a chance to facilitate a session — but you know the group best and can decide what would work well for your particular group.
- **Productive Discussion** – This is not a class, so it is vital that each person contributes. As facilitator, your role is to provide structure for effective communication and discussion — not to teach or control. You will help start and steer conversations, but group members are encouraged to ask their own questions as well.

A Concluding Note on Group Norms

As you wrap up your discussion about values, expectations and goals, it is extremely important to emphasize that your program is not a session for complaining or venting about people or problems. Instead, the sessions are intended to provide a space for your members to objectively talk about a myriad of topics that will help them grow in their leadership. By directing the discussion to be constructive and positive, it will help members focus on changing their immediate spheres of influence.

There will be discussions about the workplace and how to implement the content into everyday routines, but everyone must be mindful to keep these conversations at an objective level instead of an emotional one. True leadership confronts issues and does not foster the growth of division and strife. At times, you will need to gently redirect the group to keep the conversation from spiraling downward.

Facilitator Responsibilities

The facilitation of Leadercast content needs some administrative work to be successful. Thus, the facilitator is responsible for the following:

- Recruiting people for the group (if necessary)
- Defining structure and group norms (values, expectations and goals) with input from members
- Leading members through the agreed upon amount of material each week
- Preparing your facilitation materials prior to the group meeting each week
- Coordinating the schedule and location
- Communicating questions to group members prior to the meeting (if desired)
- Motivating group members toward self-examination, reflection and action planning with respect to the topics
- If necessary, provide feedback about your group to other leaders within your organization
- Send follow-up materials after sessions (as needed)

Facilitation Tips

Here are several facilitation practices that may help your group:

- **Ask good questions.** Ask open-ended questions, not those that can be answered with a simple, one-word answer (yes or no). They should evoke feelings, thoughts and insights, require personal examples and stimulate people to apply what they are learning.
- **Watch before meeting.** As you watch the content, be sure to take notes and record questions as they arise. Feel free to use your own questions as you like, instead of the questions in the following pages of this guide.
- **Go outside the box.** Incorporate other ways to promote discussion and change things up from meeting to meeting. For example, if you find an article related to the topic, bring it for everyone to read at an appropriate time and use it as additional context for a more meaningful discussion.

Facilitation Guide Structure

Leadercast programs are facilitated group discussions in which you will not be lecturing or teaching the group, but encouraging members to discuss what they have learned. In the following pages, you'll find summaries, takeaways, questions, quotes and bios surrounding each speaker's session to help make your job as a facilitator easier. Everything provided is intended to help you and your members grasp the content and engage in productive conversations.

Use this resource, but also share your own reflections, experiences and questions. Remember, as a facilitator, your input should be limited; you should only be talking about 10% or less of the time. Stimulate others to share, listen attentively when they speak, and affirm discussions based on other participants' questions and insights.

The resource provided for each speaker's session is structured as follows, but we encourage you to build upon it as you create even more intentional and relevant questions based on your specific group and/or environment:

- **Quick Review** – A short refresher of what the speaker discussed
- **Main Points** – Key takeaways to aid you in framing the conversation and refining your questions and activities
- **Facilitation Questions** – Intended to guide the group for discussions on the major concepts from the session
- **Key Quote** – Food for thought from the session that might be useful for activities or to simply share with others
- **About the Speaker** – Background information about the speaker and their accomplishments

A Note on Structure

As a facilitator, remember there is a need for structure, but don't allow your structure to get in the way of personal growth. Leadercast content is for personal development and getting through all the material should not be the primary goal of your group session(s).

Introduction

Leadercast - Super Teams

This half-day event makes it easier for entire teams to participate and features three keynote speakers and a team-enhancing panel discussion with experts on how working together as a team allows the organization to go further faster. You are going to learn practical principles for building healthy teams from our keynote speakers and panelists—principles that will make you a better leader tomorrow.

About Leadercast

Leadercast's mission is to fill the world with leaders worth following by serving them with thought-provoking content and transformative leadership lessons featuring experts and peers who dare to take the business world by storm.

Push Your Edges

Ryan Hawk

QUICK REVIEW

People who sustain excellence over an extended period seem to have a lot of luck on their side. In reality, luck only plays a small part in their success story.

When Ryan Hawk was interviewing for a position that would be a big promotion for him, luck came into play but it wasn't what got him the job. Ryan routinely stepped outside of his comfort zone and did a whole lot of preparation to get equipped for the job at hand. He pushed his edges, and by doing so, it resulted in him having a little bit of luck

during the interview process that put him on the track to where he is today.

Don't bank on luck. If you want to build a super team, focus first on being a super version of yourself. Lead yourself first and take yourself outside of what's comfortable because that's where growth happens. Pair it with a lot of hard work and preparation and your story will start to look lucky on the outside even though luck doesn't have much to do with it. But of course, lean into those rare lucky moments along the way.



MAIN POINTS



- 1. Have amazingly high standards for yourself.** You can't expect to hold your team to a super standard if you don't hold yourself to it first. Set high standards for yourself and have the discipline and resilience to hold yourself accountable to the goals you set.
- 2. Then, hold others accountable.** When you lead yourself first, you're leading by example and showing your people you practice what you preach. Set high standards for others as well and hold them to the same accountability they see you set for yourself.
- 3. Get uncomfortable.** Growth comes when we push our edges and step outside of what's comfortable. No one cares what you used to do; they care what you do today. Do today what will set you up for success tomorrow.

SUPER TEAMS



ABOUT THE SPEAKER

Ryan Hawk is the host of "The Learning Leader Show" and has recorded more than 500 episodes over the past eight years. He is a speaker and author of two books, "Welcome to Management: How to Grow From Top Performer to Excellent Leader" and "The Pursuit of Excellence: The Uncommon Behaviors of the World's Most Productive Achievers." When he's not recording podcasts or writing, Ryan helps leaders be more effective through leadership circles, one-on-one advising and teaching in his online school, The Learning Leader Academy.

FACILITATION QUESTIONS

What standards do you expect from a *super team*? How are you exemplifying those standards for yourself *first* before expecting them from others?

Think of a time you got lucky. Was it luck or was there a series of events or preparations that led you to have a lucky moment?

How are you regularly pushing your edges? What's something you have always wanted to do but haven't? What is stopping you from getting out of your comfort zone and pursuing it now?

"Preparation has always been the best medicine for fear."

Super Teams Require Super Individuals

Paaras
Parker

QUICK REVIEW

“*Super team*” is a phrase often used to talk about men’s NBA teams, as Paaras Parker discovered when she Googled it. But *super teams* exist well beyond the world of basketball.

Whether in the office or on the court, a *super team* is comprised of skilled and often diverse individuals who are led by a *super coach* (aka the leader). Oftentimes these individuals are forced together because they have certain skills or experiences to fill a job—and that’s why

you can’t have a *super team* without a super coach.

Super coaches set the pace for the team. They lay the foundation of the criticality of practice that will pave the way to bringing a team to a super level. *Super coaches* set expectations and then give their people the space to take ownership and lead themselves toward *super*.



MAIN POINTS



- 1. Super teams are made up of super people.** These individuals are meaningfully unique, meaning they have something only they can bring to the table. Like iodine in salt, they are also effectively invisible by doing exactly what they need to be doing without any bells and whistles to make it possible. Lastly, these people focus forward and know what they are, what they are capable of, and what they will do to push the needle further on team goals.
- 2. Super teams adjust well.** Change is the only constant, and *super teams* are able to adjust on the fly based on whatever comes their way. They are able to shift even in moments when they might not want to.
- 3. Super teams are diverse.** They are made up of people who not only think and act differently but who lean into those differences. With diversity can come tension. People won't always get along and sometimes it gets uncomfortable, but *super teams* know working through conflict is a necessary part of the process.

SUPER TEAMS



ABOUT THE SPEAKER

Paaras Parker is the chief HR officer for Paycor. Prior to joining the company, Paaras served as the head of HR for 84.51°, Kroger Technology & Digital, and Kroger Alternative Profit. Paaras currently serves on the board of directors for the Cincinnati Zoo & Botanical Garden, YWCA and the Cincinnati USA Regional Chamber, with which she created Power Squad, an executive coaching experience focused on the leadership development and progression of women of color in the workplace.

“Super teams are filled with people who think differently, who act differently, who communicate differently and who come from different perspectives.”

FACILITATION QUESTIONS

Who is a *super* coach or leader who has made a significant impact on your life? What qualities made them *super* and how are you working to manifest those qualities in your own leadership?

What makes you *meaningfully unique* to your team? What do you bring to the table that no one else does? What about the people on your team?

Think about what your highlight reel might look like. What are the *super* qualities you see in yourself now versus the *super* qualities you would like to see in the future?

Career Development: A Leadership Superpower

Julie Bauke

QUICK REVIEW

When Julie Bauke asks her clients about the best and worst bosses they've had, the answers are generally the same: the great ones are those who listen to and care about their followers and invest in their growth and development.

If you want to lead a super team, consider career development your superpower. You can't talk about career development without mentioning career happiness, which happens when people like what they do and do it well, get paid for it, and execute it in a way or place that they can be successful. When people can check off all of these on

their list for career happiness, they are in a good position for career development.

As a leader, it's your job to deliver results and develop your people. Follow Julie's seven-point model for career development (see Main Points) to build a culture that prioritizes growth. As a result, you'll see a reduction in turnover and position yourself to become an employer of choice.



MAIN POINTS



- 1. Know yourself.** Career development starts with the individual, so have self-knowledge and awareness. What do you want? What are you good at? Why are you valuable?
- 2. Know your reputation.** You have a reputation, but do you know what it is? What do people come to you for?
- 3. Make sure you align with your organization's needs.** Does what you have to offer fit what your organization needs?
- 4. Align your personal and professional lives.** Does your career serve your personal life well?
- 5. Set realistic goals for your career.** Think about your career in chapters rather than the big picture and set goals that way.
- 6. Network.** Build mutually beneficial relationships that support your goals.
- 7. Have intentional career conversations.** Check-in with your people and have meaningful talks about where they are in their development and achieving their goals.

SUPER TEAMS



ABOUT THE SPEAKER

Julie Bauke is a workplace expert and career strategist with more than 25 years of experience working with executives, professional athletes, and career-focused people of all industries and professions. Her firm, *The Bauke Group*, is focused on bringing career development and engagement strategies to individuals and organizations. She is the author of *“Stop Peeing on Your Shoes: Avoiding the 7 Mistakes that Screw Up Your Job Search,”* and the creator of *Career Catalyst*, an intentional career management experience.

FACILITATION QUESTIONS

Consider Julie's four points for career happiness (*What do you like to do? What do you do well? What can you get paid for? How is the fit?*). Is there anything that is lacking that is impacting your career happiness?

Think about a time in your career when you saw the most career development. What were your bosses doing to support you? What was the environment like? How can you replicate this as you work to develop the careers of those you lead?

Map out the chapters of your career and consider your development thus far. What do your next goals look like? What do you want to do next?

“Our career has to serve our life. Our life should not be serving our career.”

What Makes a Super Team?

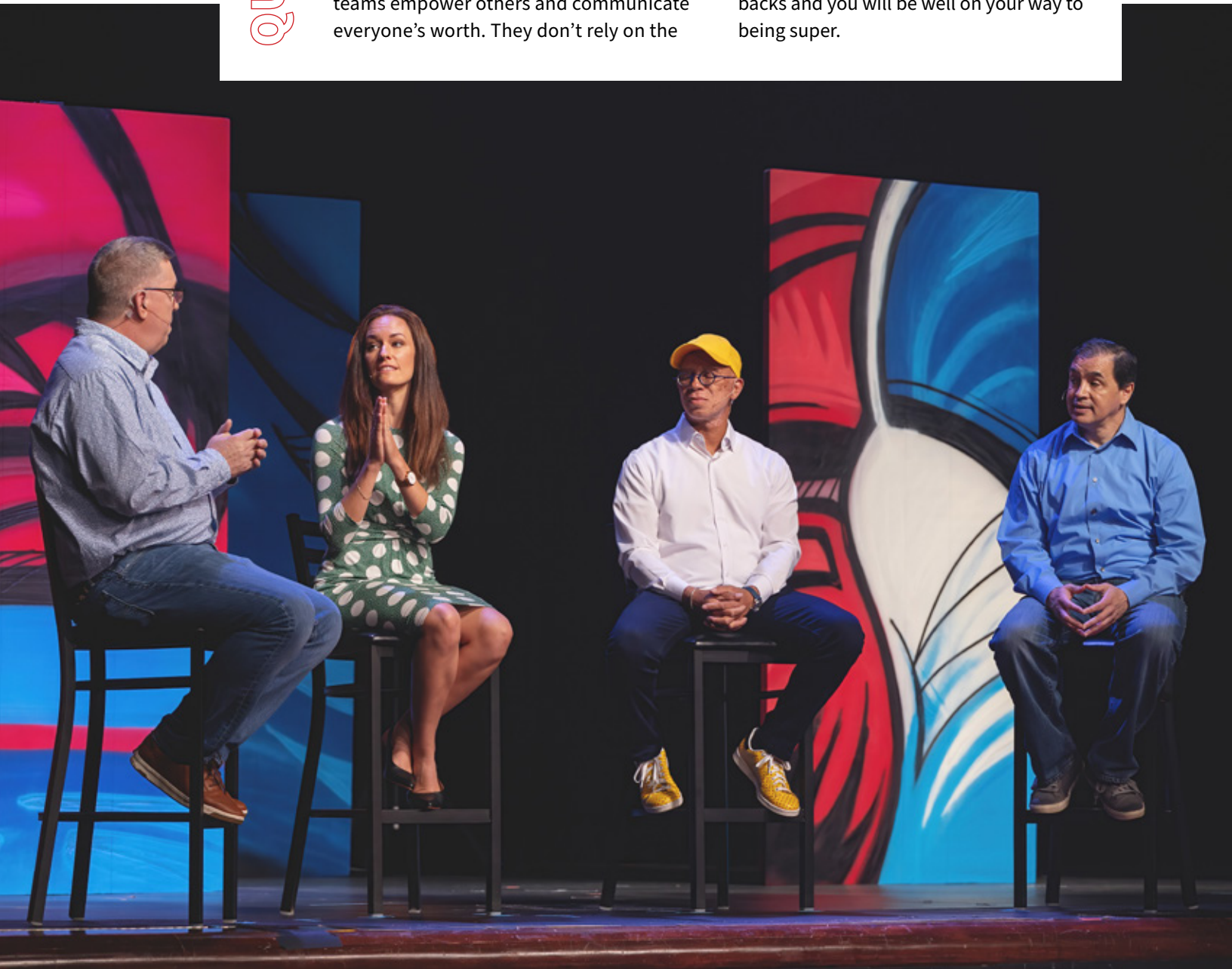
QUICK REVIEW

Super teams are made up of people who work together to accomplish a goal efficiently and effectively. There is no *one* answer to what it takes for leaders to get their teams operating at their best, but when teams are super, they are able to address and manage the difficulties and tensions that come their way. They care and are invested in the growth and well-being of everyone on the team. Super teams empower others and communicate everyone's worth. They don't rely on the

leader to set ideas but bring their own thoughts and opinions to the table.

As leaders, it is our job to serve as facilitators and foster these qualities required to establish super teams. We must create a psychologically safe environment where diversity of thought is welcomed and people feel safe to share their ideas, opinions and tensions.

Empower your people and create a workplace where everyone has each other's backs and you will be well on your way to being super.



MAIN POINTS



- 1. Good teams have good conflict.** All teams experience conflict and tension whether or not they are addressed. Don't sweep conflict under the rug. Have a system in place to accelerate conflict in a healthy way. Responding quickly to conflict shows you care.
- 2. Create a psychologically safe environment.** Show people you have their back and let them know they are valued for their ideas. When people feel psychologically safe, they are more likely to share their ideas and voice conflicts instead of deferring to the senior leader in the room.
- 3. Be mindful that time is a factor.** Super teams know they have the permission to explore new ideas, but they also structure their time wisely so existing projects are well-managed. Have clear deadlines and put a structural element in place to keep meetings effective.



FACILITATION QUESTIONS

How do you define a team? What does a super team look like to you?

How does your team currently handle conflict? How do you think conflict could be managed more productively in the future?

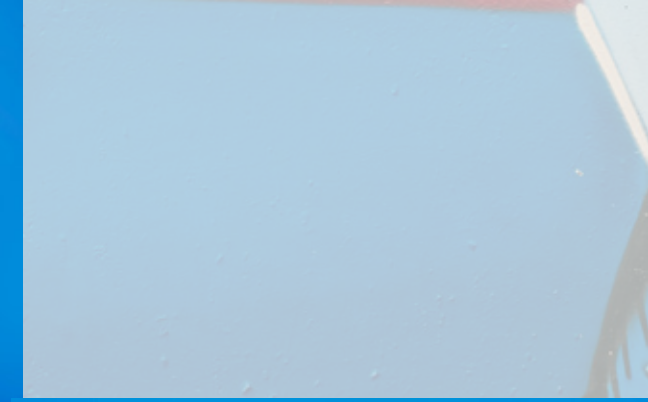
What needs to be in place for a team to feel psychologically safe? In what ways could you contribute to creating a more psychologically safe environment?

ABOUT THE SPEAKERS



Tyson Betts is the Procter & Gamble Company's self-proclaimed "right brain," a title the vice president of design adopted to characterize his role in making graphic arts a greater focus. During Tyson's 26 years at the company, he has had a hand in the branding and vision of nearly all P&G's business units, starting with healthcare products like Crest and Vicks before moving on to family care and home care.

"Facilitation helps bring out what folks might be thinking that's not articulated. It brings in their own individual journeys that might be different for any one of us on a team—and that's where the magic of having diversity on a team comes from."



Kirsten Moorefield is co-founder and COO of Cloverleaf, a B2B SaaS platform providing automated coaching to tens of thousands of teams in the biggest brands across the globe. After its launch in October 2018, Cloverleaf has quickly grown to over 1 million users, serving some of the world's most valuable organizations to engage their teams and improve performance. Kirsten is also a TEDx speaker, podcast host and soon-to-be author.

"The No. 1 role of a leader is [learning] to facilitate."



Ray Attiyah is the founder and chief innovation officer of Definity Partners—a training, process and leadership improvement firm. Inspired by his previous work with Johnson & Johnson, Johnson & Hardin, and UPS, Ray founded Definity Partners in 1996 and has since led dozens of companies to perpetual and transformational growth and improvement. Ray is a passionate speaker, columnist, investor and entrepreneur.

“We can’t be polite—this idea of being polite for the sake of harmony, we need that tension and that conflict.”



Steve Browne is an accomplished speaker, writer, and human resource management thought leader dedicated to connecting the global HR community and helping it learn and grow together. Steve is a past member of the SHRM Board of Directors and has been a Membership Advisory Council representative for the North Central Region of SHRM and an Ohio State Council director. He is a facilitator for an HR online forum and blog, and the author of three HR books.

Post-Event Resources

Additional Tools for Continued Learning

Thank you for participating in Leadercast: Super Teams. We hope the incredible insights from our world-class speakers sparked inspiration and conversation, propelling your team forward.

Below are additional resources to help you continue your leadership development journey.

- **Leadercast 365** is your year-round leadership development platform strategically designed to stream actionable insights on demand. LC365 features Lunch & Learns, Meeting Starters, Courses, three annual events, and over 1,200 short-form videos from a slate of industry experts organized into 16 leadership categories.

Leadercast 365 is an annual membership that provides year-round leadership development for groups or individuals. **Visit [Leadercast.com](https://www.leadercast.com) to purchase an individual membership or sign up for a demo for your entire group.**

- **Tuesday Takeaways** is our free weekly newsletter featuring a weekly leadership blog, a curated Leadercast 365 video, and the Leadercast Podcast, which digs into the experiences that shaped some of today's most interesting leaders. Join thousands of engaged subscribers. Sign up at [Leadercast.com](https://www.leadercast.com) for free leadership insights delivered directly to your inbox.
- **Leadercast 365 Connect** Connect is a weekly email for LC365 members that provides relevant leadership lessons, new content releases and time-sensitive announcements.
- **Leadercast Podcast** is a weekly deep dive into the stories that transformed our guests into leaders worth following. Join Joe Boyd, Leadercast CEO, as he digs into the experiences that shaped some of today's most interesting leaders. It's 30 minutes guaranteed to up your leadership game.

Subscribe and Follow!

leadercast.com



[@leadercast](https://twitter.com/leadercast)

Be a part of the
Leadercast community!

Tag @Leadercast on Facebook, LinkedIn, Instagram, Twitter or YouTube.

Leadercast™

Super Teams

Leadercast.com

