

ESSENTIAL TOOLS EVERY



Toolkit

SESSIONS



GREAT LEADER NEEDS

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Have a follow up question? Email me.
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5 Things to Remember for Your Role as a Breakout Group Leader

- (1) **Facilitate the GiANT C.O.R.E. process:** Desired interaction = Create context around their aha, dig deeper to help them own why this is their opportunity. Ask them what they should do about it? How can we make this into a simple action you can do within 7 days?
- (2) **Facilitator NOT Teacher:** Facilitators hold space and control the environment to keep it healthy. Teachers are pushing content to an audience. You are meant to PULL out the gold that's already in them.
- (3) **Extract learning opportunities:** Use the 5 Whys to dig to the roots of their aha moment.
- (4) **What is a win?** Helping ONE person come to ONE clear & simple item to EXECUTE.
- (5) **Do NOT solve their issues.** Watch out for helping them too much emotionally or intellectually. Solving their issues can take more forms than not physically doing it.



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FACILITATOR GUIDE - TOOLKIT SESSION #5

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What to know

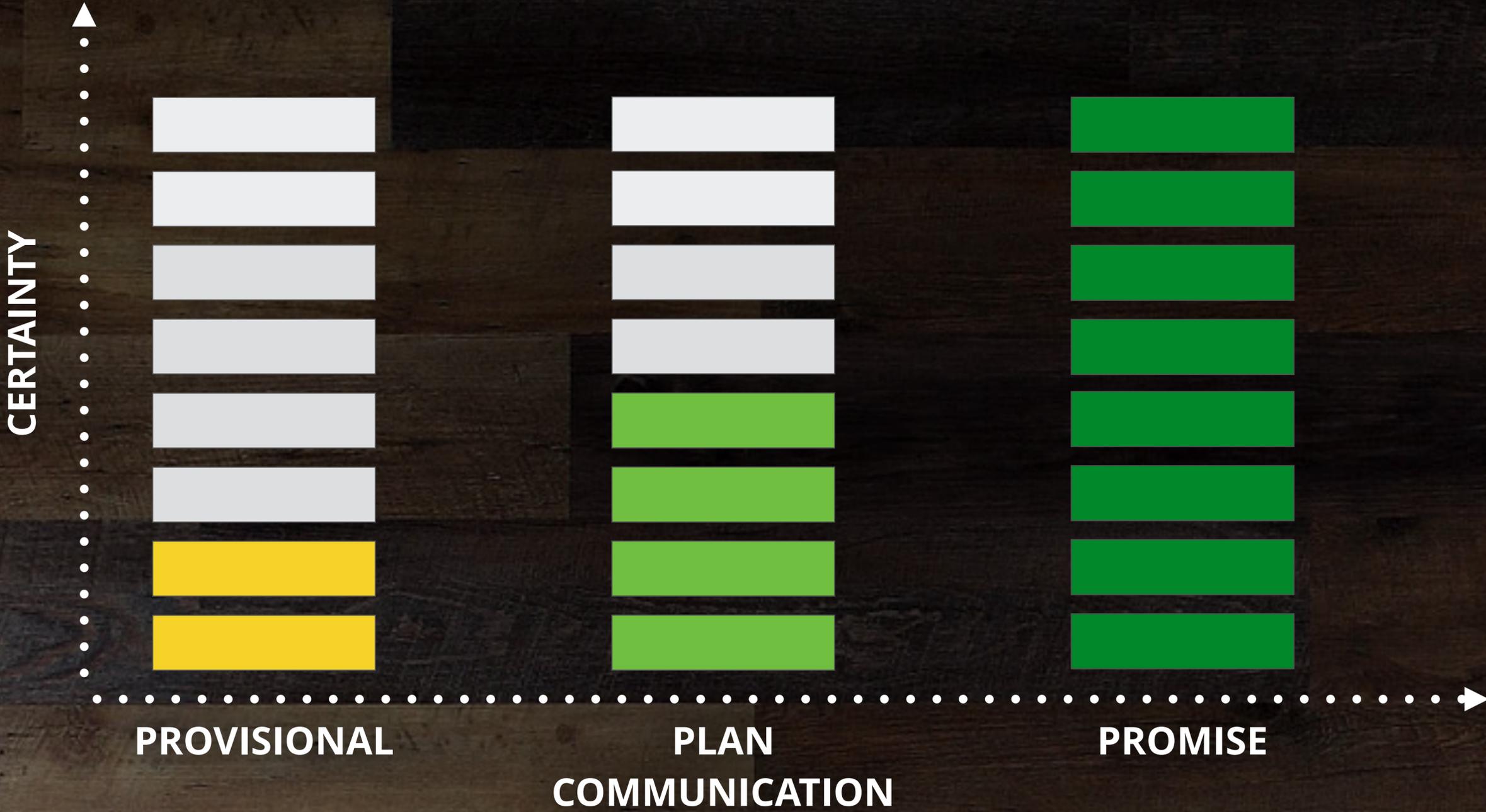
- This month's tool is all about common language to eliminate drama and improve the integrity of our leaders.
- A powerful way to understand communication is through the lens of "how certain are you about this idea, direction, or objective?" The Provisional, Plan, Promise tool is an easy framework to understand and begin using right away to help provide more clarity as a leader to those who are following you.
- We have all heard "where there is no vision, the people perish." It's also true that when the message isn't clear, the appropriate action isn't taken. This tool simplifies the conversation between the act of casting vision and making commitments. If I know we are just speaking in a provisional way then I know I can collaborate with you and think about all the options. If you're communicating something that you are promising will take place...that's a different response all together for the listener.
- There are two goals with this tool: First is for each person to understand their own tendencies using this lense. Second, begin using this to communicate their certainty towards action. Especially with our Promises. We never break them so make them count.



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PROVISIONAL, PLAN, PROMISE



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What to look out for?

- Look for accurate self-awareness. Does it seem like they understand the framework and have applied it to their own communication.
- Help them see different places in the Symmetry business where this applies. It can commit to our ideas on how to grow our businesses, but it mainly applies to places where we make commitments. Asking someone, “is that a promise or plan?”, can help them discern on their commitment to a goal.
- There isn't much meat to this concept this month. The measure of success is usage throughout the month. Remember, we're looking to drive culture using language. This month's tool is doubling down on eliminating drama and inefficiencies through a simple communication tool.
- During breakout groups, lean into whatever learning opportunity they have that is sparked by this tool. Use the C.O.R.E. process and don't worry if it ventures to a place beyond this concept.



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Leading a Breakout group

- Re-iterate the C.O.R.E. process as our model for identifying learning opportunities and taking action.
- Encourage them to use the C.O.R.E. process with every learning opportunity that arises over the next month. Specifically, ask WHY?
- Success as a group leader equals ONE person going through the entire C.O.R.E. during the breakout session.
- Have the others on your call work through on their own and email you their action so that you can hold them accountable.
- Track your groups learning opportunities as well as their response execution plans.

KNOW YOURSELF

CALL IT

OWN IT

RESPOND

EXECUTE

LEAD YOURSELF

WHAT IS YOUR LEARNING OPPORTUNITY FROM TODAY'S SESSION?



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FACILITATOR GUIDE - TOOLKIT SESSION #4

Leading the C.O.R.E. Process

- **Call It** = To make observations and properly define the learning opportunity.
- **Own It** = Orient the person around Why this is the learning opportunity, but only around the things they can control. (Beware people looking to blame other things outside their control)
- **Respond** = Making a decision that the person will take action in a direction. (Ex. I need to become a better communicator to my team.)
- **Execute** = Articulating a clear action step that will move them in the correct direction (Ex. To become a better communicator I will meet with my top leader to apologize for being m.i.a.)

KNOW YOURSELF

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WHAT IS YOUR LEARNING OPPORTUNITY FROM TODAY'S SESSION?

LEAD YOURSELF



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BREAKOUT GROUPS

What is your biggest learning opportunity today?

KNOW YOURSELF

CALL IT

OWN IT

RESPOND

EXECUTE

CERTAINTY

PROVISIONAL

PLAN

PROMISE

LEAD YOURSELF



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