

Total Leadership Online

As a complement to our Total Leadership workshops, program exercises can be completed by participants on our proprietary, secure online social learning platform, Total Leadership Online (TLO), at beta.totalleadership.org (no prefix). Contact us at info@totalleadership.org to schedule a live demonstration.

TLO enables sustainable coaching connections and community-building. It allows our professional staff to track every participant's progress and results, while respecting confidentiality and privacy; report on utilization and impact; and provide regular feedback and clarify expectations throughout. It not only gives each participant a standardized record of their journey and its lessons, it also provides the organization a detailed systematics means for documenting our program's ROI.

Some of TLO's key features and benefits are described and pictured below. For complete examples of prior participants' Total Leadership exercises, join beta.totalleadership.org and then click Help (top navigation bar) / FAQs + examples of TL exercises (under Forum) / Examples of exercises (under Topic).

Custom Workshop Setup

Use of TLO includes a custom designed set of exercises and a tailored schedule to fit your organization's needs. Participants are grouped in trios (or quartets) to facilitate peer-to-peer coaching and have one-click access to program exercises via TLO.

HOME GROUPS HELP PUBLIC SITE

Logged in as Hallie Demo | Logout

site search...

Hallie Demo

Profile Views: 5
Connections: 4
Groups: 1

[My Exercises](#) [My Groups](#)
[My Connections](#) [My Photos](#)
[My Files](#) [Approvals](#)
[Help Fest](#)

Hallie Home My Details Privacy Settings Email Notifications

Exercises »

Welcome! Here's what's happening:

Up Next

- [Be Real: Leadership Vision and Four-Way View \(Exs. 01-02\)](#) is due August 02, 9:00 PM EDT.

Down the Road

- Comments on Be Real: Leadership Vision and Four-Way View (your Ex. 03) are due August 09, 9:00 PM EDT.
- Be Innovative: Designs for Experiments (Exs. 04-05) is due September 05, 9:00 PM EDT.
- Comments on Be Innovative: Designs for Experiments (your Ex. 06) are due September 12, 9:00 PM EDT.
- Reflect and Grow: Progress Report (Exs. 07-08) is due October 16, 9:00 PM EDT.
- Comments on Reflect and Grow: Progress Report (your Ex. 09) are due October 23, 9:00 PM EDT.

Recent Activity »

Guided Exercise Completion

Completion of program exercises significantly increases the value participants take from their efforts in Total Leadership. TLO guides participants through each exercise and refers them to the relevant section in the book, explains what each exercise is designed to accomplish, and gives detailed instructions for completing the work.

Hallie Demo



Profile Views: 5
 Connections: 4
 Groups: 1

[My Exercises](#) [My Groups](#)
[My Connections](#) [My Photos](#)
[My Files](#) [Approvals](#)
[Help Fest](#)

My Exercises

[Write](#) [Manage](#)

Ex. 02. My Four-Way View



Book Reference

Before completing this exercise, please read pages 53 — 70, all of Chapter 3, from the section "Take the Four-Way View" through to and including the section "Just a Matter of Time?"

What It Is

The Four-Way View exercises allow you to create a graphical representation of the four domains of your life that will help you see whether or not they are in harmony, understand how you are focusing your attention on your four life domains today, and assess your well-being in each domain. The Four Circles shows how important each domain is to you and whether the goals and values you pursue in them are compatible or in conflict with each other. The Four-Way Attention Chart shows how much attention you pay to various aspects of your life. Whereas the Attention Chart is especially useful for getting you to look squarely at the issue of your choices about the allocation of your attention, composing your Four Circles asks you to consider a different question: are you the same person wherever you go?

How to Do It

Follow the instructions below to compose your Four Circles. **Create** the image of your four circles, **clarify** what this image means by writing what it tells you about the current alignment among your four domains, brainstorm a few ideas about what you might **change** to achieve better alignment, and **check** with your coaches for reactions and suggestions.

Next, complete the Four-Way Attention Chart. The first column, Importance, is filled in with the responses you gave in your Four Circles about how important each domain is to you. In the Focus of Attention column, consider how much time and energy you focus on each domain in a typical week or a typical month. Assign a percentage to each domain and make sure these numbers add up to 100.

After you've completed the chart, write notes in response to the following questions:

- What are the consequences of the current choices you make about your focus of attention spent at work, at home, in the community, and for yourself?

Exercises in TLO are cumulative, and the content and data from early exercises are built on and guide participants through later exercises that are automatically customized to them. For example, the Stakeholder Analysis exercises first walk participants through selecting their stakeholders in each domain...

Work / Career / School

1. My boss

Why Zack McGahey chose this stakeholder:

“ Gary is my Vice President to whom I report. He's been very supportive of my career, and I feel as though I can be very direct with him. He gives good feedback, and is very flexible to my life concerns. He puts a lot of trust in me, and I return that trust with very good work. I am lucky to have a very great boss with whom I enjoy working.

2. David Mou

Why Zack McGahey chose this stakeholder:

“ David is a very talented young man that reports to me on my manufacturing team.

... followed by defining both expectations of and for each stakeholder, rating performance in meeting those expectations, and preparing for and holding dialogues with each stakeholder.

In this example, the reason Zack chose his boss appears in the exercise above the new content Zack adds about expectations. Then, in yet a later exercise, all that content populates automatically above the new content Zack then adds about how he's going to conduct his dialogue with his boss.

After the dialogue Zack composes his notes on what he learned from it and that then is added in a further exercise, again with the earlier content conveniently appearing above for reference (this last step not illustrated in the example directly below).

1. My boss

Why Zack McGahey chose this stakeholder:

“ Gary is my Vice President to whom I report. He's been very supportive of my career, and I feel as though I can be very direct with him. He gives good feedback, and is very flexible to my life concerns. He puts a lot of trust in me, and I return that trust with very good work. I am lucky to have a very great boss with whom I enjoy working.

My boss's expectations of Zack McGahey:

“ I think that, generally speaking, Gary's expectations of me are to make his life easier, and not harder. In a more specific sense, he relies on me to be a troubleshooter, and to operate independently. Although he needs me to operate without his assistance, he expects that I bring information to him that is important for him to weigh in on. Gary expects that I prioritize the work that I have on my plate and make the best decisions possible to keep things moving. He expects me to bring energy and commitment into all of the tasks that face us as a department

Zack McGahey's performance in meeting My boss's expectations:

★★★★★★★☆☆ 8 out of 10

Zack McGahey's expectations of My boss:

“ What I really need from Gary is for him to be very knowledgeable about what kind of load I am carrying and give me the resources and time I need to complete everything. It would also be really helpful if he could clearly prioritize work and not treat everything as if it were urgent to help give me the guidance I need to be agile. I need him to be open and ready to listen, and be proactive about managing the group balance and load.

My boss's performance in meeting Zack McGahey's expectations:

★★★★★★★☆☆ 8 out of 10

Preparation for dialogue with My boss:

“ I think for meeting with Gary, I will do so under the context of our normal meetings. He and I have always had a flex-schedule one on one philosophy of "when-needed," and he almost always say yes to do it right away when I ask, without worrying too much about what he is doing. So we'll probably discuss one on one in a conference room and in anticipation of this meeting, I want to try and prepare to listen more than I talk. I think I have a tendency to try to talk more around him to show how good I am or how perceptive I am, and it is important in this exercise that I solicit more. I think my goals will be to discuss how I can better manage the balance of my time/work right now, and solicits ideas on how I could do that. Maybe we could develop some flex-scheduling that would allow me a 1/2-day occasionally to spend more time at home while maintaining communication with work. They have been receptive to my needs in the past, as long as I get things done. I'll be looking mostly on his ideas of how I could manage the load better and improve my communications with my team, especially Tim. I am not sure exactly how this experiment would play out, but I could probably manage to measure the tangible effects of any balancing activities by analysing how much time I am spending on what activities, which will lead to insights on how the workload / time at work could be balanced.

The same automatic accumulation occurs with Total Leadership experiments, designed to have an impact in each of the four domains. First the goals and results metrics for each domain are identified.

Scorecard for Experiment 2: Weekly Roll ups

Work / Career / School

Goal

“ I want to make my message clear each week to my stakeholders and those that I work with. Goals for that week should be clearly stated and that there should be a clear endstate. People should know what to expect for success and what to expect if there's a failure that they could have prevented.

Results metrics

“ Are my goals realistic for my people underneath me?
Are the goals that my boss has set for realistic?
Am I taking the time to go through the project management process and understand the specified, implied, and essential tasks that are needed to accomplish jobs and tasks for the week?
How many of the projects/tasks that I put out are actually

Home / Family

Goal

“ I want to have a clear picture of what we are all doing in throughout the week. Nina and I need to be on the same page and I want to make sure that she is tracking what I'm doing for the week and vice versa. The most important portion of this that I want to accomplish is that we both understand, truly understand, what we are both doing so that we can help one another out.

Results metrics

“ Have I put everything on the calendar that I need to so that Nina can see everything?
Does Nina know the major work events that are going on for me?
Do I know the major work events as well as OBGYN appointments that may be pending for the week?
Is there something that I didn't know about that I should know about?

Then, after the experiment is done, that content automatically populates later exercises in which participants capture their individual stories about the impact they've made to their Work, Home,

Community, and Self domains. They explicitly note the value-added contributions they've made to their business, and to the other parts of their lives, through their Total Leadership experiments.

The Progress Report exercises, the final set, capture changes in stakeholder expectations and performance in meeting them since the beginning of the workshop and this aggregated data further documents the value added to the business, further enabling demonstrated ROI of Total Leadership.

need him to be open and ready to listen, and be proactive about managing the group balance and load.

Compared with initial expectations, the current level of Zack McGahey's expectations of My boss is *the same*.

My boss's performance in meeting Zack McGahey's expectations now:

★★★★★★★★★★ 10 out of 10

My boss's performance in meeting Zack McGahey's expectations initially:

★★★★★★★★☆☆ 8 out of 10

2. David Mou

David Mou's expectations of Zack McGahey now:



David relies on me for growth and guidance. I am helping him

Privacy and Confidentiality

Through the use of Privacy Settings on TLO, participants have complete control over who can see their exercises. To utilize the peer-to-peer coaching aspect of Total Leadership participants must share their exercises with their coaches.

Privacy settings.

Slide the box right to increase privacy.



Show to all of my coaches.

This entry has not yet been published. To save and publish it, click the Publish button, below.

Save Draft

Publish

Cancel

Draft automatically saved June 04, 2018 09:29 AM EDT.

Some participants expand their coaching network further by sharing exercises with people outside of their coaching trio, or even outside of the program.

Privacy settings.
Slide the box right to increase privacy.

less private

more private

Show to selected connections, coaches and groups:

Connections
1 out of 4 selected.
Click to select.

Coaches
3 out of 3 selected.
Click to select.

Groups
0 out of 1 selected.
Click to select.

This entry has not yet been published. To save and publish it, click the Publish button, below.

Save DraftPublishCancel

Draft automatically saved June 04, 2018 09:32 AM EDT.

Peer-to-Peer Coaching

When a member of the participant's coaching group has posted his or her exercises, a notice appears on the TLO Home page with a link to access and provide comments.

Hallie

HomeMy DetailsPrivacy SettingsEmail Notifications

Exercises »

Welcome! Here's what's happening:

Up Next

- [Comments](#) on Michelle's Be Real: Leadership Vision and Four-Way View (your Ex. 03) are due August 09, 9:00 PM EDT.
- Comments on Stew's Be Real: Leadership Vision and Four-Way View (your Ex. 03) are due August 09, 9:00 PM EDT, but Stew has not yet completed all these exercises. You will be able to comment on Stew's work once it is complete.

Down the Road


- Be Innovative: Designs for Experiments (Exs. 04-05) is due September 05, 9:00 PM EDT.
- Comments on Be Innovative: Designs for Experiments (your Ex. 06) are due September 12, 9:00 PM EDT.

As with all exercises, detailed guidance is provided for how to provide coaching to peers.

My Exercises

WriteManage

Ex. 03. Comments on Begin and Be Real Exercises



Book Reference

Before completing this exercise, please read pages 201 — 210, Appendix A, from the section "Your Total Leadership Coaching Network" through to and including the section "Dos and Don'ts."

What It Is

This is an opportunity to both give and receive coaching in exchange with two of your peers in our program. Peer-to-peer feedback in your coaching team is a critically important aspect of Total Leadership, and your performance as a peer coach has a substantial impact on the value of our program, for you and for others. Please give serious and careful consideration to how you'll do your best to create value through your coaching experience.

How to Do It

Your work on this exercise involves two phases: First, write your comments on Exercises 01-02 (Be Real: Leadership Vision and Four-Way View) that your two peer clients posted. Then, in anticipation of conversation with your coaches, read what they wrote to you in their comments on your exercises.

Notifications and Administration

TLO will send automated email reminders to participants about upcoming exercises and exercises that have not been completed by the due date. These messages can be tailored to your organization's specifications. Participants can control which types of email notifications they receive.

Hallie

HomeMy DetailsPrivacy SettingsEmail Notifications

Email Notification Preferences

Notify me by email when:

- ☒ An exercise is due soon
- ☒ I receive a new connection request
- ☒ My request for connection is accepted or rejected
- ☒ Someone responds to my Help Fest request or to my giving help to them.

Notify me by email when one of my connections posts:

- ☒ A new blog or Four Circles entry
- ☒ A new file
- ☒ A new photo
- ☒ A new video
- ☒ A new Help Fest request

The home page shows participants reminders about work that is Past Due, Up Next, and Down the Road.

Michelle

HomeMy DetailsPrivacy SettingsEmail Notifications

Exercises »

Welcome! Here's what's happening:

Past Due

- [Be Real: Leadership Vision and Four-Way View \(Exs. 01-02\)](#) was due June 01, 9:00 PM EDT.

Up Next

- [Comments](#) on Hallie's Be Real: Leadership Vision and Four-Way View (your Ex. 03) are due June 08, 9:00 PM EDT.
- Comments on Stew's Be Real: Leadership Vision and Four-Way View (your Ex. 03) are due June 08, 9:00 PM EDT, but Stew has not yet completed all these exercises. Please [ask Stew](#) about when you can expect to see them.

Down the Road

- Be Innovative: Designs for Experiments (Exs. 04-05) is due July 05, 9:00 PM EDT.
- Comments on Be Innovative: Designs for Experiments (your Ex. 06) are due July 12, 9:00 PM EDT.
- Reflect and Grow: Progress Report (Exs. 07-08) is due August 07, 9:00 PM EDT.
- Comments on Reflect and Grow: Progress Report (your Ex. 09) are due August 14, 9:00 PM EDT.

Interested in a Live Demo?

To learn more about how TLO can be used to enhance our long form Total Leadership workshop, contact us at info@totalleadership.org to schedule a live demonstration.