

## Lesson 1 - Types of Employees (Red and Amber)



**Tools To Improve Employee Performance**

If you're like me when you are in a learning situation, coaching call, meeting etc you take loads of notes. Some of the notes are for immediate action, some are to use as a learning/knowledge gathering. And you've probably experienced the frustration of trying to sift through all the notes to find the items you want to action, over all the notes you've taken just for knowledge-gathering sake.

Here's a technique I've been using for years to improve my productivity.

Take your notebook and draw a vertical line down (about 3/4 the way) the page, so you take all your notes in the left hand column and the thinner right-hand column is your action column.

Then in the right-hand column write down any action items that come to mind as you take your notes. For example, update website, talk to "XXX" etc

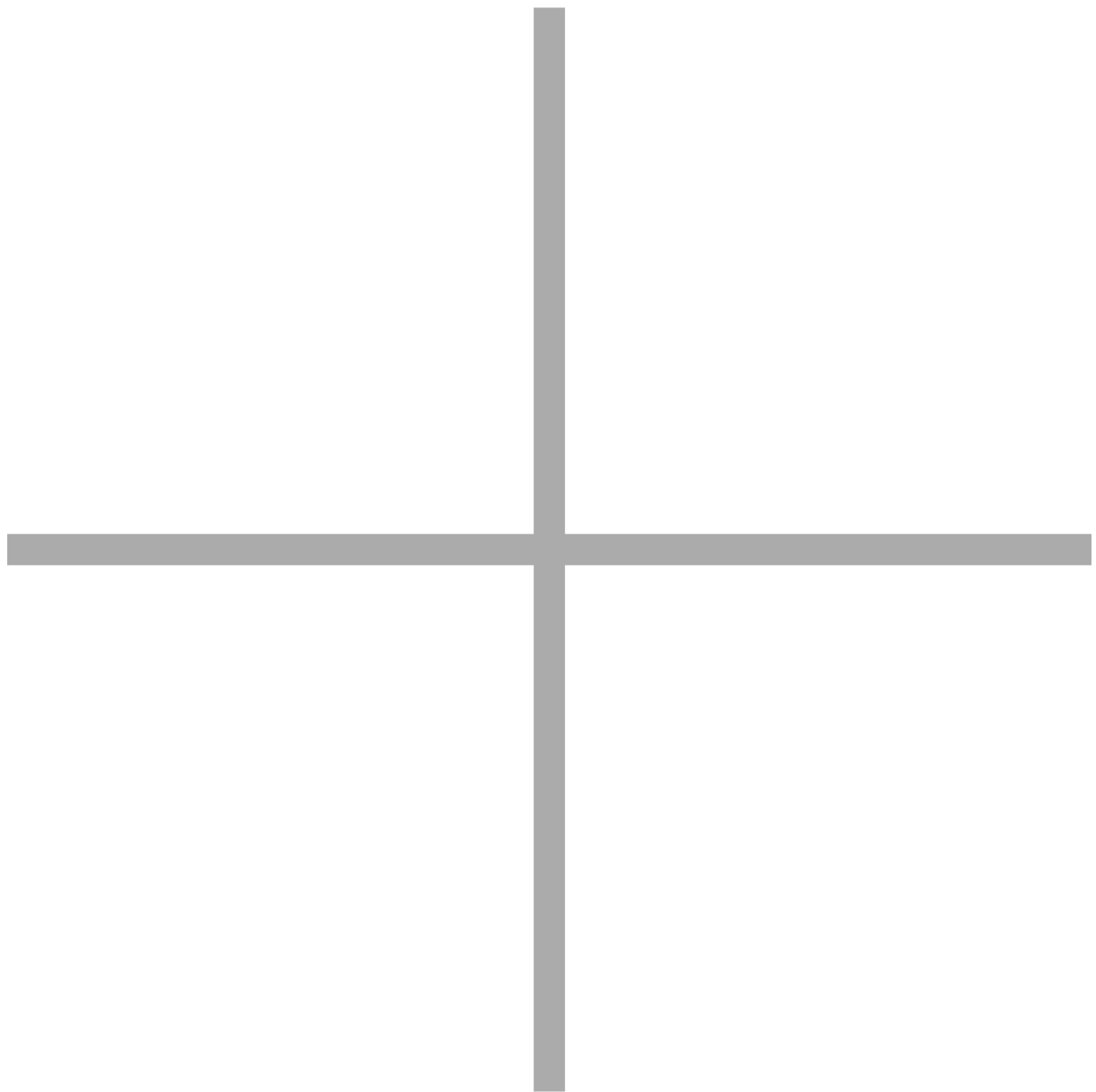
Once you've finished at the conference or watching the video or the coaching call or whatever it is, all you need to do is look down your action list for all the things that you're actually going to action in the near future.

Now that works really well on pen and paper.

However, if you're like me and you've converted to a note-taking app like Notability to take your notes on your iPad, then use blue or black as the color for note taking.

Then when an action item comes to mind simply change pen colour to red or something that's going to pop. So that when I've finished you can quickly run through and identify the items that you're actually going to take action on.

<b>Best Leader Name</b>		<b>Worst Leader Name</b>	
.....		.....	
1 - Never   2 - Rarely   3 - Occasionally   4 - Often   5 - All the time			
	<b>Score (1-5)</b>		<b>Score (1-5)</b>
1. Important		1. Important	
2. Care		2. Care	
3. Feedback		3. Feedback	
4. Improve		4. Improve	
Words to Describe		Words to Describe	
Performance		Performance	



**Notes**

**Action When**

**Shelley Holmes consults within organizations around the globe developing leaders and cultures to their full potential, so that they are recognised as 'rockstars' in their industry**

With more than 30 years' experience in developing and leading in high-performance workplaces, Shelley has had national and international recognition and is widely regarded as one of the key influencers of high-performance thinking within Australia.

With solid experience as a leader and a coach to many hundreds of leaders Shelley is in high demand by many 'blue-chip' organizations. Her clients and the companies she has worked within as a leader, span both small business, government and large multi-nationals with revenues in excess of \$116 billion.

Whether keynote, conference, executive retreat, seminar, or other corporate event, Shelley's transforming messages of inspiration, possibility and self-discovery have helped create powerful changes in hundreds of organizations and thousands of individuals worldwide.

Shelley's solid experience takes her way beyond a mere motivator. Her insightful, challenging questions and understanding of human behaviour, coupled with real-world experiences provide you with a wealth of practical information and hands-on techniques you can use right away to help you inspire the performance you need from your people.

Shelley is committed to ongoing professional development to ensure her work reflects current and emerging internationally recognised best practice methods. This ensures her training style is grounded in research, while also remaining highly practical and tailored for clients' unique operating and cultural environments.

Shelley's philosophy is that how you show up at work defines you as a human being, and the transformational dent you will make in the universe. She believes that everyone deserves to work with a leader who transforms: them, their business and their community!

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SHELLEY HOLMES

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