

Session: 5 of 9

Date: February 15, 2024

**Time:** 7:30 am to 4:00 pm

**Location:** Honeywell Center

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### REAL ALLOY

Today's Lunch Sponsor

### Today's Agenda





- State of Our Communities Breakfast
- Government Roundtable
   Q & A
- Communication Skills for Today's Leader
- Lunch
- Power in Our Differences
- Tour



### Housing Keeping Items

- Restrooms
- WiFi Password
- Refreshments
- Smoking Policy



Government Roundtable Q & A





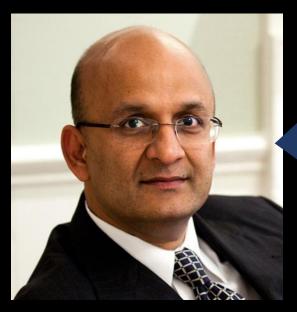
THINK OF THE LEADERS YOU ADMIRE.

WHAT MAKES THEM SO GREAT?



THINK OF THE LEADERS YOU ADMIRE.

WHAT MAKES THEM SO GREAT?



NITIN NOHRIA

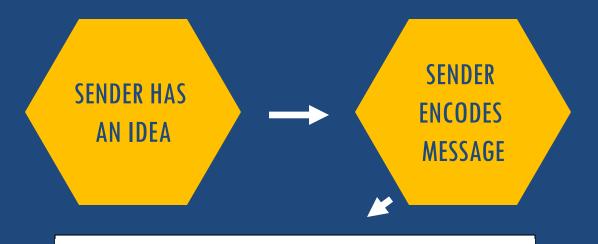
"COMMUNICATION IS
THE REAL WORK
OF LEADERSHIP."

# COMMUNICATING WELL IS INHERENTLY DIFFICULT

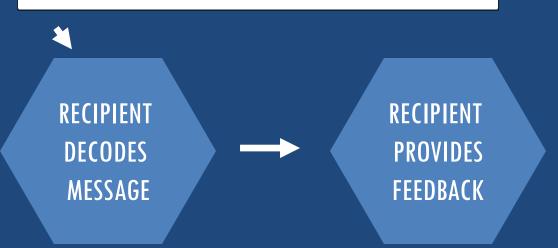


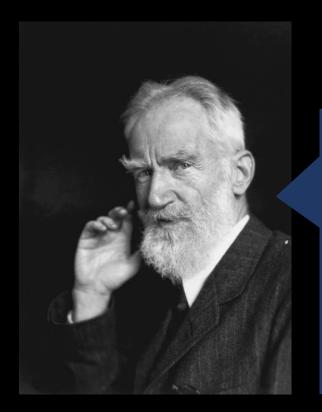
#### Big Cheese Brulée®

# EVEN WHEN IT'S SIMPLE, A LOT HAS TO GO RIGHT



**MESSAGE TRAVELS ACROSS A CHANNEL** 





**GEORGE BERNARD SHAW** 

"THE SINGLE BIGGEST
PROBLEM IN COMMUNICATION
IS THE ILLUSION THAT
IT HAS TAKEN PLACE."

TODAY WE HAVE UNPRECEDENTED OPPORTUNITIES...

AND
UNPRECEDENTED
CHALLENGES

### THE OPPORTUNITY

- WE HAVE ACCESS TO MORE INFORMATION THAN EVER BEFORE
- WE CAN ACCESS THIS INFORMATION 24/7
- WE HAVE ACCESS TO MORE PEOPLE THAN EVER BEFORE
- WE CAN COLLABORATE AND SHARE MORE EASILY THAN EVER BEFORE
- THERE ARE NO GATEKEEPERS

### THE CHALLENGE

- WE HAVE ACCESS TO MORE INFORMATION THAN EVER BEFORE
- WE CAN ACCESS THIS INFORMATION 24/7
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- WE CAN COLLABORATE AND SHARE MORE EASILY THAN EVER BEFORE
- THERE ARE NO GATEKEEPERS

**SO...** 

HOW SHOULD YOU RESPOND?

### OUR AGENDA

- COMMUNICATING WITHCLARITY
- EARNING CREDIBILITY
- COMMUNICATINGCOLLABORATIVELY
- WRAP UP AND Q & A

AND YES, YOU'LL HAVE THESE SLIDES

TIME MANAGEMENT
PROVIDES THE FOCUS
YOU NEED TO
COMMUNICATE WELL

CLEAR, CREDIBLE,
COLLABORATIVE
COMMUNICATION
ALLOWS YOU TO
SHARE INFORMATION
AND LEARN FROM
YOUR TEAM

#### **EFFECTIVE MEETINGS**

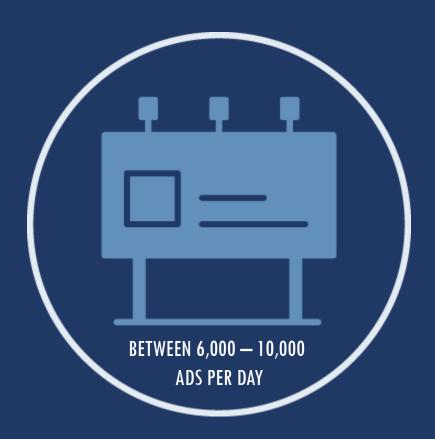
ARE (STILL) ONE OF THE BEST EXAMPLES OF COLLABORATIVE COMMUNICATION—WHEN USED EFFECTIVELY

# COMMUNICATING WITH CLARITY

#### HOW MUCH TIME WE SPEND ON AVERAGE WITH...



#### AND WE SEE...



### THERE'S NEVER BEEN MORE COMPETITION FOR ATTENTION...

## SO WE NEED A HIGH SENSE OF URGENCY ABOUT COMMUNICATING WITH CLARITY



LYNNE CAZALY

"WHEN OUR BRAINS ARE OVERLOADED
WITH TOO MUCH DATA FROM THE
OUTSIDE WORLD, WE CAN STRUGGLE
TO ABSORB, PROCESS, AND MAKE SENSE
OF IT—HAMPERING OUR ABILITY
TO MAKE SMART DECISIONS AND
PERFORM AT OUR BEST."

## HOW DO YOU COMMUNICATE WITH CLARITY?

- FOCUS ON YOUR SPECIFIC AUDIENCE
- USE PRECISELY THE RIGHT TOOL
- DEVELOP PRECISELY THE RIGHT MESSAGE



# HOW DO YOU COMMUNICATE WITH CLARITY?

FOCUS ON YOUR SPECIFIC AUDIENCE

# YOUR AUDIENCE IS ALWAYS THINKING...

WHAT DOES THIS MEAN FOR ME?

# THIS DOESN'T MAKE YOU SELFISH...

IT MAKES YOU
HUMAN

GIVING THEM
WHAT THEY
WANT...

IS THE BEST WAY TO GET WHAT **YOU** WANT

#### THE AUDIENCE

- WHAT IS THEIR DEMEANOR?
- WHAT DO THEY KNOW ABOUT THE ISSUE?
- WHAT IS MY/MY COMPANY'S HISTORY WITH THEM?
- WHAT IS THEIR CULTURAL BACKGROUND?
- WHAT IS THEIR COMMUNICATION STYLE? (IF KNOWN)

# HOW DO YOU COMMUNICATE WITH CLARITY?

USE PRECISELY THE RIGHT TOOL WHAT ARE ALL THE WAYS...

PEOPLE CAN
COMMUNICATE
WITH YOU?

## MY LIST: 15+ POINTS OF CONTACT

- FACE TO FACE
- CELL PHONE CALLS
- OUTLOOK
- GMAIL
- TEXT
- SLACK
- LINKEDIN MENTION
- LINKED IN DIRECT MESSAGE
- TWITTER MENTION
- TWITTER DIRECT MESSAGE
- **■** INSTAGRAM MENTION
- **■** INSTAGRAM DIRECT MESSAGE
- POSTAL MAIL AT WORK
- POSTAL MAIL AT HOME
- VIDEOCONFERENCE/TEAMS
- TEAMS CHAT
- AND I PROBABLY MISSED SOME

IS ALL THIS CHOICE...

A GOOD THING
OR A BAD
THING?

### HAVE YOU HEARD OF...



**VISHAL GARG?** 

#### Better.com CEO fires 900 employees over Zoom

cnn.com/2021/12/05/business/better-ceo-fires-employees/index.html

December 5, 2021

New York, NY (CNN)Better.com CEO Vishal Garg announced the mortgage company is laying off about 9% of its workforce on a Zoom webinar Wednesday abruptly informing the more than 900 employees on the call they were being terminated just before the holidays.

"If you're on this call, you are part of the unlucky group that is being laid off," Garg said on the call, a recording of which was viewed by CNN Business. "Your employment here is terminated effective immediately."

He then said employees could expect an email from HR detailing benefits and severance.

Here's why Gen Z is unionizing

"Having to conduct layoffs is gut wrenching, especially this time of year," CFO Kevin Ryan said in a statement to CNN Business. "However a fortress balance sheet and a reduced and focused workforce together set us up to play offense going into a radically evolving homeownership market."

Garg cited market efficiency, performance and productivity as the reason behind the firings. Fortune later reported Garg accused the employees of "stealing" from their colleagues and customers by being unproductive and only working two hours a day. "This is the second time in my career I'm doing this and I do not want to do this. The last time I did it, I cried," Garg said on the call, which remained short and emotionless.

Among those fired were the diversity, equity and inclusion recruiting team.

The Softbank-backed mortgage lender announced in May it was going public through an SPAC and last week received \$750 million in cash as part of the deal. The company is prepared to have more than \$1 billion on its balance sheet.

72% of unvaccinated workers vow to quit if ordered to get vaccinated

Garg has been involved in controversy before, as evidenced by an email he sent to staff that was obtained by Forbes.

"You are TOO DAMN SLOW. You are a bunch of DUMB DOLPHINS... SO STOP IT. STOP IT. STOP IT RIGHT NOW. YOU ARE EMBARRASSING ME," he wrote.

The Daily Beast reported in August that one of Garg's most "loyal lieutenants" received massive perks, such as millions of dollars worth of stock options that could be vested immediately, not comparable to other employees. That person was later placed on administrative leave for bullying.

THE RIGHT
CHOICE ISN'T
ALWAYS
OBVIOUS...

SO IT'S CRITICAL TO THINK ABOUT WHAT'S BEST FOR EACH UNIQUE SITUATION



WHICH COMES
WITH
GREATER
CHALLENGES?

WHICH IS MORE
COMMON IN
TODAY'S
ENVIRONMENT?

WHEN SHOULD
YOU AVOID
ASYNCHRONOUS
COMMUNICATION?

WHEN YOU'RE
USING IT OUT OF
CONVENIENCE
OR HABIT

### QUESTIONS TO CONSIDER

- IS IT A COMPLICATED OR DIFFICULT CONVERSATION?
- IS IT HELPFUL THAT THE AUDIENCE HEAR YOUR TONE OF VOICE/INFLECTION?
- ARE YOU TRYING TO BUILD A RELATIONSHIP?

IF THE ANSWER IS YES, USE A SYNCHRONOUS TOOL

WHAT'S THE BEST TOOL?

WHATEVER'S BEST FOR THE UNIQUE SITUATION AND AUDIENCE

### WHAT ABOUT...

TEAM
COMMUNICATION?



PATRICK LENCIONI

"THERE IS NO BETTER WAY TO HAVE A FUNDAMENTAL IMPACT ON AN ORGANIZATION THAN BY CHANGING THE WAY IT DOES MEETINGS."

ANOTHER TOOL FOR GROUP COMMUNICATION...

**TEAM AGREEMENTS** 

# HOW DO YOU COMMUNICATE WITH CLARITY?

 DEVELOP PRECISELY THE RIGHT MESSAGE

## EFFECTIVE COMMUNICATION IS...

CONCISE AND PRECISE

### HERE'S WHAT...

NOT TO DO

## "THE TIMELINE IS EXPEDITED, BUT NOT PRESENT"

### "I NEED IT SOON, BUT NOT TODAY."

### "I NEED IT BY 5 PM ON FRIDAY."



# SUMMARY: HOW TO CUT THROUGH THE CLUTTER

- REMEMBER, WHAT'S IN IT FOR **THEM**?
- USE THE RIGHT TOOL
- COMMUNICATE TO INFORM, NOT IMPRESS; BE CONVERSATIONAL
- AIM FOR A BALANCE BETWEEN PRECISE AND CONCISE







Please help us find our dear dog Spike! He ran away from home (413 Scotia Ave.) last Monday at approximately 5 p.m. He was last seen in our backyard by our daughter Julie.

Spike is a three-year old golden retriever. He wears a blue collar with a fire-hydrant-shaped name tag hanging from it. Spike is very friendly and will respond if you call him by name. He also may bark if you approach him. Don't worry, though—his bark is much worse than his bite.

If you find Spike, please call (260) 555-1212 and ask for Janet or Joe. We also have an answering machine if you'd like to leave a message. Because Spike means so much to us, we're offering a \$50 reward to whoever finds him. Thank you for reading this!

#### LOST DOG - "SPIKE"

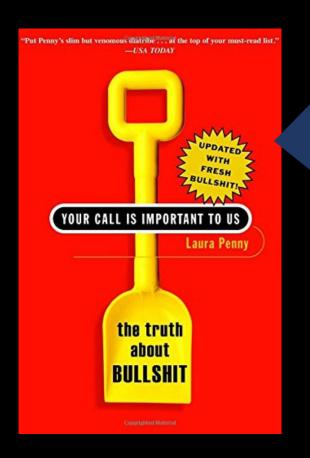


\$50 REWARD — (260) 555-1212

### CLARITY IS ALSO...

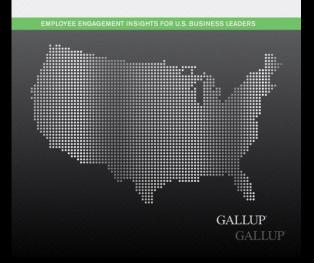
INTEGRAL TO
BUILDING TRUST

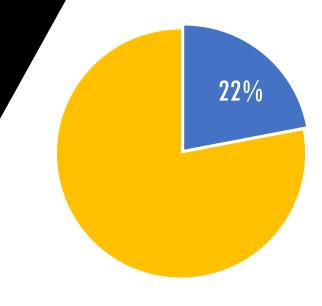
## EARNING CREDIBILITY AND TRUST



"NEVER IN HISTORY HAVE SO MANY
PEOPLE UTTERED STATEMENTS THAT THEY
KNOW TO BE UNTRUE. PRESIDENTS...
REPORTERS, CORPORATE EXECUTIVES,
AND COUNTLESS OTHERS HAVE TAKEN TO
SAYING NOT WHAT THEY ACTUALLY BELIEVE,
BUT WHAT THEY WANT OTHERS TO BELIEVE—
NOT WHAT IS, BUT WHAT WORKS."

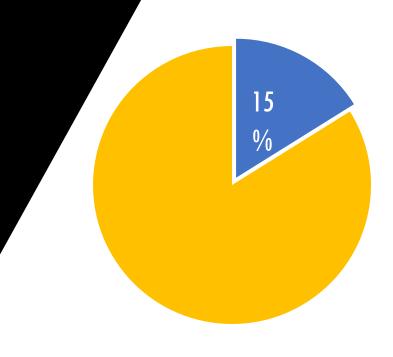
#### STATE OF THE AMERICAN WORKPLACE





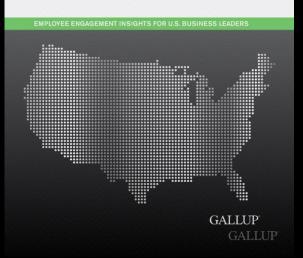
STRONGLY AGREE THAT LEADERSHIP
HAS A CLEAR DIRECTION
FOR THEIR ORGANIZATION

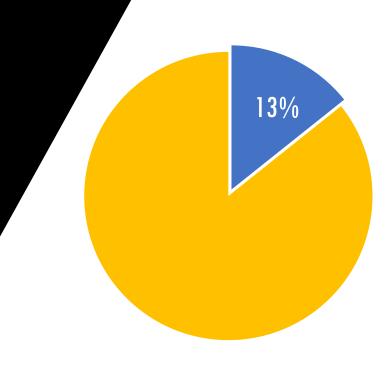
### STATE OF THE AMERICAN WORKPLACE GALLUP'



STRONGLY AGREE THAT LEADERSHIP MAKES THEM ENTHUSIASTIC ABOUT THE FUTURE

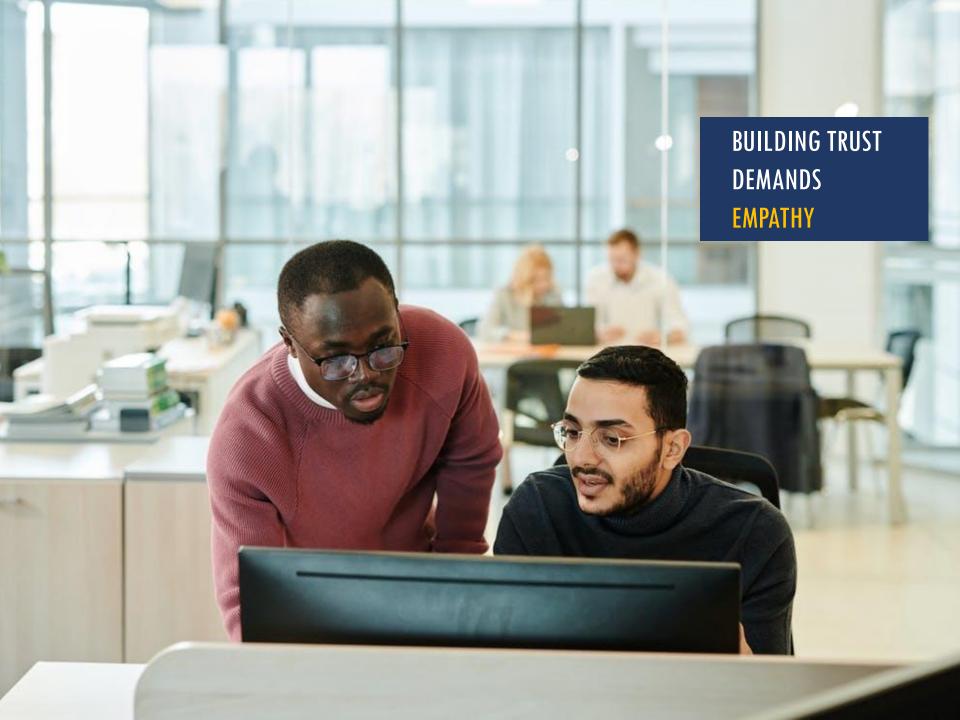
#### STATE OF THE AMERICAN WORKPLACE





STRONGLY AGREE THAT LEADERSHIP COMMUNICATES EFFECTIVELY WITH THE REST OF THE ORGANIZATION







**BRENE BROWN** 

"EMPATHY...DOESN'T REQUIRE
THAT WE HAVE EXPERIENCED THE
SAME SITUATION THEY
ARE GOING THROUGH."



**VIVEK MURTHY** 

"EMPATHY IS CHOOSING TO SEE
OURSELVES IN ANOTHER DESPITE
OUR DIFFERENCES."

#### **SYMPATHY**

#### **EMPATHY**

FEELING FOR PEOPLE AND SEEING THEM THROUGH THE LENS OF YOUR EXPERIENCE

FEELING WITH PEOPLE AND SEEING THEM THROUGH THE LENS OF THEIR EXPERIENCE

#### HOW "SYMPATHY" IS SOMETIMES PRESENTED IN LEADERSHIP

#### HOW WE **SHOULD** EXPRESS EMPATHY

"I'M SORRY YOU FEEL THAT WAY."

"I UNDERSTAND THAT YOU'RE UPSET, AND I'LL DO EVERYTHING I CAN TO HELP."

## WHAT EMPATHY REQUIRES

- ACTIVE LISTENING (MORE ON THIS LATER)
- UNDERSTANDING THE OTHER PERSON'S PERSPECTIVE
   WITHOUT JUDGMENT
- SEEKING TO UNDERSTAND
   WHAT THEY'RE FEELING
- COMMUNICATING THAT YOU UNDERSTAND WHAT THEY'RE FEELING

CREDIBILITY ALSO REQUIRES ASKING YOURSELF...

ARE MY EXPECTATIONS

CLEAR AND

REALISTIC?

### THREE COMMON CHALLENGES

- UNEXPRESSED EXPECTATIONS
- UNREALISTIC EXPECTATIONS
- UNFULFILLED EXPECTATIONS

#### AVOID UNEXPRESSED EXPECTATIONS

- DON'T ASSUME YOUR TEAM
   MEMBERS KNOW WHAT YOU WANT
   FROM THEM—
   OVERCOMMUNICATE WHAT'S MOST
   IMPORTANT
- WHEN THEY'RE IMPORTANT, MAKE
   SURE YOU PUT THEM IN WRITING
- INVITE QUESTIONS AT THE OUTSET AND ALONG THE WAY

### AVOID SETTING UNREALISTIC EXPECTATIONS

- REMEMBER, YOUR PEERS MAY NOT HAVE THE SAME SKILLS AND KNOWLEDGE AS YOU
- BE SURE TO FACTOR IN THEIR OTHER PRIORITIES
- AGAIN, INVITE QUESTIONS AT THE OUTSET AND ALONG THE WAY

# AVOID EXPERIENCING UNFULFILLED EXPECTATIONS

- BE HONEST ABOUT TIMES WHEN YOUR EXPECTATIONS WERE UNMET AND BE SURE THEY WERE...
  - O EXPRESSED
  - REALISTIC
- USE THESE AS TEACHABLE MOMENTS
   FOR YOU AND YOUR TEAM
- TAKE THE LONG VIEW: DON'T LET ONE UNFULFILLED EXPECTATION SHORT CIRCUIT YOUR RELATIONSHIPS

SO, WHAT ABOUT PERSISTENT PROBLEMS...

YOU'VE TRIED TO ADDRESS?

### CREDIBILITY ALSO REQUIRES...

**DIFFICULT**CONVERSATIONS



PERRY BELCHER

"NOTHING WILL KILL
A GREAT EMPLOYEE FASTER
THAN WATCHING YOU
TOLERATE A BAD ONE."



"A PERSON'S SUCCESS IN LIFE
CAN USUALLY BE MEASURED BY THE
NUMBER OF UNCOMFORTABLE
CONVERSATIONS HE OR SHE
IS WILLING TO HAVE."

TIM FERRIS

# HOW TO HAVE DIFFICULT BUT NECESSARY CONVERSATIONS

- INTRODUCE THE CONVERSATION
- 2. EMPATHIZE; STATE YOUR MOTIVE
- 3. DESCRIBE THE BEHAVIOR: "I'VE NOTICED..."
- 4. STATE THE IMPACT: WHAT PEOPLE ARE THINKING VS. WHAT HE/SHE LIKELY WANTS THEM TO THINK

SOURCE: SHARI HARLEY, 8 STEPS TO SAY ANYTHING TO ANYONE IN 2 MIN. OR LESS

# HOW TO HAVE DIFFICULT BUT NECESSARY CONVERSATIONS

- 5. HAVE A DIALOGUE: "WHAT ARE YOUR THOUGHTS?"
- 6. ASK FOR PERMISSION TO MAKE A SUGGESTION; IF GRANTED, MAKE IT
- 7. AGREE ON NEXT STEPS
- B. SAY "THANK YOU"

SOURCE: SHARI HARLEY, 8 STEPS TO SAY ANYTHING TO ANYONE IN 2 MIN. OR LESS

# DIFFICULT CONVERSATIONS: KEYS TO SUCCESS

- MAKE SURE IT'S A REAL PROBLEM
   AND NOT AN ANOMALY
- FIND A PRIVATE PLACE TO TALK
- DON'T BAIT AND SWITCH
- DON'T DRAG IT OUT
- OWN IT; DON'T IMPLICATE OTHERS

### DIFFICULT CONVERSATIONS:

KEYS TO SUCCESS

- PREPARE—YOUR COMMENTS
   AND ANTICIPATED OBJECTIONS
- KNOW YOU'RE NOT HELPING ANYONE IF YOU LET REAL DISRUPTIONS PERSIST



# HOW TO HAVE DIFFICULT BUT NECESSARY CONVERSATIONS

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YOU'LL NEED TO DECIDE WHICH IS MORE DIFFICULT...

HARD
CONVERSATIONS
OR CONTINUED
CHALLENGES

#### FOSTERING COLLABORATION

### WHY COLLABORATION MATTERS

- LEADERS NEED EYES AND EARS
   THROUGHOUT THE ORGANIZATION
- ALLOWS YOU TO FOCUS ON YOUR AREA OF EXPERTISE
- MAKES THE ORGANIZATION STRONGER

# COLLABORATIO N STARTS WITH ACTIVE LISTENING

- TAKING A LEADERSHIP ROLE MEANS LESS DIRECT CONTACT WITH THOSE YOU SERVE
- AS A RESULT, YOU'RE NO LONGER THE EXPERT—AND YOU HAVE TO LISTEN TO UNDERSTAND WHAT MATTERS

#### WHAT GREAT LEADERS DO

- MODEL AND REINFORCE THE MISSION, VISION, AND VALUES
- LISTEN TO WHAT'S HAPPENING ON THE FRONT LINES
- REMOVE BARRIERS THAT GET IN THE WAY

### HOW SHOULD YOU RESPOND?

MAKE ACTIVE LISTENING A PRIORITY





### TIPS FOR ACTIVE LISTENING

- CREATE AN ENVIRONMENT THAT ENCOURAGES FOCUS
- BE AWARE OF DIFFERENT COMMUNICATION STYLES!
- ANSWER THE QUESTIONS THAT ARE ASKED, BUT DON'T JUMP AHEAD OR INTERRUPT

### EXPERIENCE CAN ACTUALLY HOLD YOU BACK

- WE BELIEVE WE KNOW WHERE THE CONVERSATION IS GOING
- WE BEGIN THINKING OF SOLUTIONS TOO SOON

### TIPS FOR ACTIVE LISTENING

- CREATE AN ENVIRONMENT THAT ENCOURAGES FOCUS
- BE AWARE OF DIFFERENT COMMUNICATION STYLES!
- ANSWER THE QUESTIONS THAT ARE ASKED, BUT DON'T JUMP AHEAD OR INTERRUPT
- REMEMBER, YOU'LL HAVE YOURTURN

#### IT'S NOT ALWAYS SILENT!

- ASK RELEVANT FOLLOW UP QUESTIONS
- USE GESTURES AND "VERBAL NODS" ("OKAY," "I SEE")
- PARAPHRASE WHAT THE SPEAKER SAYS
  - HELPS YOU TO SOLIDIFY THE PROBLEM IN YOUR OWN MIND

## ENCOURAGE OTHERS TO LISTEN TO YOU

- MODEL THE BEHAVIOR
- RESPECTFULLY ASK FOR THEIR ATTENTION
- ASK THEM TO PARAPHRASE WHAT YOU'VE SAID
- REINFORCE WHY YOU'RE ASKING FOR INFORMATION, NOT JUST WHAT YOU NEED

# OTHER COLLABORATIVE COMMUNICATION TOOLS

- TEAM AGREEMENTS
- MEETINGS: MORE ON THIS NEXT TIME
- 1-TO-1 "CHECK-IN" MEETINGS

WHAT ARE
YOUR
PRIORITIES?

HOW CAN
I HELP?

# WRAP UP AND Q & A



THE ONE THING
YOU'LL WORK
ON...

AND WHAT'S
THE NEXT
STEP?

## THANK YOU!



ANTHONY JULIANO
ANTHONYJULIANO.COM
AJJULIANO@GMAIL.COM
260-615-3426



ANTHONY JULIANO

ANTHONY IS AN EXPERIENCED TRAINER AND MARKETING AND STRATEGY CONSULTANT. HE HAS PRESENTED AT NATIONAL CONFERENCES AND PROVIDES TRAINING FOR A WIDE VARIETY OF INDIVIDUALS AND BUSINESSES. ANTHONY HOSTS A PODCAST, WRITES A MONTHLY COLUMN FOR A REGIONAL BUSINESS JOURNAL AND CONTRIBUTES TO A VARIETY OF PUBLICATIONS AND BLOGS. ANTHONY APPROACHES HIS WORK WITH ONE SIMPLE GOAL: TO HELP OTHERS UNDERSTAND OUR CHANGING COMMUNICATION ENVIRONMENT AND TELL THEIR STORIES SO THEY CAN REACH THEIR GOALS.

#### REAL ALLOY

Today's Lunch Sponsor



Host Presentation & Tour



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#### Next Session

Date/Time: Thurs., March 21 from 9-5 pm

**Location:** Manchester University

604 E College Ave. N. Manchester, IN

#### **Agenda Overview:**

Icebreaker & past session review

- Panel Service Clubs Q & A
- Candace Rhodes presents
   Theory to Practice: Team, Presentation & Building Trust
- Lunch
- Gloria Preece presents
   From Trust to Results: Practical Approaches for Leaders
- Break
- Host Presentation & Tour

