The Manager’s High-Performance Handbook

How to Drive Winning Performance With Everyone on Your Team

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DRIVE A HIGH-PERFORMANCE WORKPLACE

Are you ready to improve your leadership and your team’s performance? If so, buckle up.

Start your engines.

And get ready to fast-track your journey to high performance and winning results.
Gauge how well you are locating high performers by answering below on a scale of 1-5 (5 being highest).

When seeking high performers, I

______ Consider people inside and outside my existing team.

______ Determine candidates’ abilities, including Desirability, Capability, Compatibility, Coachability, Likability, Agility and Driveability.

______ Ask open-ended questions to determine candidates’ history, beliefs and desires for achieving high performance.

______ Involve my current performers to help me add the right people with the right talent to our team.

______ Choose people with positive attitudes who are self-starters, problem solvers and have a proven ability to communicate.

☐ Total “Locate High Performers” Score
(Insert this score on your High-Performance Dashboard.)
Gauge how well you drive your team’s purpose and practices by answering below on a scale of 1-5 (5 being highest).

To help others understand our team’s common purpose and operating practices, I

______ Review our common purpose with new members and gain their commitment to uphold our operating practices before joining our team.

______ Hold people accountable for their actions according to our team’s common purpose and operating practices.

______ Consider our purpose and operating practices in discussions and during meetings, especially before making decisions involving our team.

______ Recognize and reward members whose actions reflect our purpose and practices.

______ Make sure my words, decisions and actions reflect our team’s purpose and practices.

☐ Total “Common Purpose & Operating Practices” Score
   (Insert this score on your High-Performance Dashboard)
Gauge how well your team collaborates and innovates by answering below on a scale of 1-5 (5 being highest).

To help drive my team’s collaboration and innovation efforts, I

_______ Ensure all members have clear instructions, understand our team’s roles and rely on each other.

_______ Encourage team members to reach out to collaborate, to seek knowledge, and to ask for help from others.

_______ Champion my people’s ideas and encourage their innovation.

_______ Give members permission to take risks and/or to make mistakes

_______ Acknowledge and give my people credit for their contributions.

☐ Total “Collaborate & Innovate” Score
(Is insert this score on your High-Performance Dashboard)
Gauge how well your team focuses on and produces winning results by answering below on a scale of 1-5 (5 being highest).

To help drive focus and produce winning results, I

_______ Help my members negotiate roadblocks and reduce obstacles (such as office politics), bureaucracy/red tape and time wasters.

_______ Gain administrative help or additional support when needed.

_______ Offer additional training and development.

_______ Provide flexible hours or working arrangements when appropriate

_______ Pace myself and concentrate on my own development and growth.

☐ Total “Focus On & Produce Winning Results” Score
(Insert this score on your High-Performance Dashboard.)
Gauge how well you lead, pace yourself and keep your tank full by answering below on a scale of 1-5 (5 being highest).

To lead like a champion, I

_______ Keep myself in the best physical and mental condition through exercise, eating well and getting enough sleep.

_______ Have addressed or eliminated unnecessary red tape and aggravations to gain more control of my work environment.

_______ Am appropriately delegating work and not taking on my subordinates’ work or responsibilities

_______ Am involved with professional groups that share best practices, provide current information and allow me to network with other professionals.

_______ Select and participate fully in training and professional development programs to grow my skills and strengths.

☐ Total “Lead Like a Champion” Score
(Insert this score on your High-Performance Dashboard.)
Your High-Performance Dashboard
Gauge your leadership performance by inserting your five scores below.

Locate High Performers
Common Purpose & Operating Practices
Collaborate & Innovate
Focus On & Produce Winning Results
Lead Like a Champion

Your High-Performance Total Score: 

Your Driver’s Rating

Based on your total score, determine your performance rating:

90-100 = Champion leader. You and your people are turbo charged!

80-89 = You usually obtain results and know the areas that need optimizing.

65-79 = You’re passing but other leaders are passing you by.

50-64 = Your people deserve better, and you deserve better from them.

25-49 = You may be too critical, new to leadership or in a difficult position.

To accelerate your efforts and drive an increase in performance, concentrate on your lowest-scoring areas first. To gauge your progress with your team and your leadership, continue monitoring all of these performance areas.

A copy of this dashboard, other performance tools and the high-performance survey noted in this book are found at DriveHighPerformance.com.