

Strongfor**Performance**

Quick Start Guide

The program is a virtual personal trainer to help you grow stronger in two key areas:

- **People Skills** – Critical workplace communication skills
- **Personal Strengths** – Practices for dealing with challenges successfully

Here's how easy it is to use the program and get great results....

1. **FOCUS** – Get helpful tips, insights and ideas for practicing your area of focus. Work on **one** area at a time. (Initially, “Listening” has been chosen for you, because it’s a key element of many other skills.)
2. **ACTION** – Review your planned actions. Leave the program to implement your planned action—that is, one of the tips, insights or ideas in a **real interaction** with people on the job.
ACTION is where your skills or strengths get exercised.
3. **REFLECTION** – Learn from what you tried. Return to the program and do a Reflection exercise to get insights about what you can do differently next time.
4. Repeat the **“Focus-Action-Reflection”** cycle over and over until the behavior you’re focused on feels natural.
5. Click **“Change your focus”** when you’re ready to work on something else.

Once you’re in a routine of “doing your reps,” use these other tools in the program to accelerate your learning:

- **Coaching Network** – Get support and input from people who care about your success, including an accountability coach.
- **Get Feedback** – Use input from your coaching network to check your progress and choose other topics to focus on.
- **Learning Archive** – Revisit completed exercises as often as you like to reinforce what you’ve been learning.

Check the next page for a list of the skills and strengths you can work on...

You can choose to focus on one of 25 people skills or 40 personal strengths...

Strongfor**Performance**

People Skills

- Building the Team
- Coaching for Accountability
- Controlling Stage Fright
- Creating an Action Plan
- Delegating
- Encouraging Ideas
- Engaging in Dialogue
- Giving Constructive Feedback
- Giving Encouragement
- Giving Feedforward
- Giving Positive Feedback
- Guiding Learning
- Interacting with the Team
- Leading Meetings
- Listening
- Making Decisions
- Managing Performance
- Planning Meetings
- Prepare a Presentation
- Receiving Feedback
- Resolving Conflicts
- Solving Problems
- Stimulating Thinking
- Supervising
- Teach Skills

Strongfor**Performance**

Personal Strengths



- Acceptance
- Accountability
- Awareness
- Commitment
- Compassion
- Composure
- Cooperation
- Courage
- Creativity
- Decisiveness
- Effort
- Empowerment
- Excellence
- Fairness
- Flexibility
- Focus
- Gratitude
- Honesty
- Initiative
- Integrity
- Intuition
- Loyalty
- Open-mindedness
- Optimism
- Passion
- Patience
- Perseverance
- Proactivity
- Rationality
- Responsibility
- Self-awareness
- Self-confidence
- Self-development
- Self-discipline
- Self-esteem
- Service
- Thoroughness
- Tolerance
- Trust
- Vision