Shining Outcomes
SHAWNA CHAMPLIN
INTERVIEW • CAREER • LIFE
COACHING

In this inventory, there are 65 leadership practices for you to evaluate if you Consistently Demonstrate, Inconsistently Demonstrate, or Not Yet Demonstrate experience in these key areas. Place an "X" in the column that accurately describes your demonstration of the listed skill to identify growth opportunities. Consistently leveraging and utilizing ALL 65 of these skills will help you effectively manage, lead, & empower your team. You can Be the Leader We Need!

Skill	Consistently Demonstrate	Inconsistently Demonstrate	Not Yet Demonstrate
Ask Open-Ended Questions			
Block Time on Your Calendar in 30-, 45-, or 50-Minute Chunks			
Bring in Drinks or Food for Resources			
Build Influence			
Build Job Postings			
Build & Manage Department/Area Budget			
Communicate with C-Suite			
Communicate with Directors			
Communicate with Managers			
Communicate with VPs			
Deliver Resource Feedback			
Deliver Reviews			
Develop Performance Improvement Plans			
Develop Train the Trainers			
Develop Training Material			
Encourage Accountability (No Blaming)			
Encourage Decisiveness			
Encourage Group Collaboration			
Encourage Innovation			
Encourage Participation			
Encourage Pick Up Phone If Emails Exceed 3 Exchanges			
Encourage Problem Solving			
Encourage Process Improvement			
Encourage Resources to Leave Work on Time			
Encourage Resources to Schedule Breaks on Calendar			
Encourage Resources to Schedule Meal Time on Calendar			
Encourage Resources to Schedule Movement Time on Calendar			
Encourage Responsiveness			
Encourage Use of Chat Software			
Evaluate Your Skills Quarterly			
TOTAL PAGE 1	0	0	0

Skill	Consistently Demonstrate	Inconsistently Demonstrate	Not Yet Demonstrate
Facilitate 1on1 Meetings With Your Resources			
Facilitate Meetings			
Hire Resources			
Identify, Manage, and Mitigate Risk			
Identify, Manage, and Remove Roadblocks			
Identify, Manage, and Resolve Issues			
Identify, Manage, and Track Goals			
Identify and Track Decisions			
Identify What Motivates Your Resources			
Interview Resources			
Lead a Project or Effort			
Lead By Example			
Lead Daily or Weekly Stand-ups			
Lead Routine Retrospectives			
Leave Work on Time			
Listen More and Talk Less			
Manage (Human) Resources			
Manage Inventory			
Manage Scope			
Model Expected Behavior/Actions			
Offer Personality Assessments			
Promote Resources			
Provide Big Picture Overviews to Others			
Provide Opportunities for Resources to Facilitate Meetings			
Provide Opportunities for Resources to Train Others			
Provide Resource Recognition			
Provide Skills Development Opportunities			
Request Resource Out of Cycle Pay Raises			
Schedule Monthly Fun Resource Times Together			
Schedule Time for Breaks on Your Calendar			
Schedule Time for Meals on Your Calendar			
Schedule Time for Movement on Your Calendar			
Set Expectations With Resources			
Train Resources			
Write Reviews			
TOTAL PAGE 2	0	0	0
GRAND TOTAL (PAGES 1 + 2)	0	0	0

What Should You Do Next?

Now you need to talk to me because I guarantee you aren't doing all of these important steps well and you might need resources to help build these skill sets or to get the right "words" when working with employees. *99.9% of every client that I've helped have said that the words that I give them are the secret magic sauce.*

You might try and figure this stuff out yourself but when's the last time you tried to elevate as a leader?

So, book a call with me and get the results you want faster!

BOOK A CALL HERE

You can also schedule a call via my:

- ✓ Website: www.ShiningOutcomes.com
- ✓ Cell: (208) 610-1750
- ✓ Email: Shawna@ShiningOutcomes.com

"I think Shawna asks really good leading questions. She utilizes Cognitive Coaching approaches to help you (the client) pull what is the most important to discuss and she keeps you focused on the end product. I figured out what I needed based upon the questions she asked. Shawna's coaching process is effective for improving time management and really cuts your time in half as she helps you organize your thoughts – and well – time is money. Shawna takes it to the next level and then to the next step so you can produce the next result. She hyper focuses on the most urgent items and I greatly appreciated it.
Thank you, Shawna, I highly recommend you and your services."

LEHUA, SCHOOL PRINCIPAL, HAWAII

Meet Shawna

For decades, Shawna has helped people find their confidence, identify what they bring to the table, improve their self-sales skills, polish their interview competencies, plan their career trajectory, and more. She is a masterful Interview, Career, & Life Coach that helps you strategize your overall career options, dreams, and goals so you can truly live the life you love.

Shawna has over 30+ years in Corporate America working in for-profit and non-profit organizations across the Auto, Education, Health Care, and Financial industries in roles from HR, Recruiting, Management, Operations, IT, Sales, Marketing, Program/Project Management, QA/QI, Analysis, Training, and Coaching. Throughout her career she's interviewed tons of candidates, built and managed large teams, ran large program/project teams, promoted many team members, and helped people land the jobs they want. It's time you focused on what you want, need, and deserve.