

ALA – 2018 Large Firm Principal Administrators Retreat

Bobbie LaPorte's Exercise New Ideas/Behaviors to Try Back at the Office

Conducting Meetings

- Adopt starting meeting with shared positives.
- Start meetings with a positive experience from each participant.
- Start meetings with recognition/successes.
- Take positive approach in reporting meeting, though risk of audience thinking things are better than they are.
- Start meeting with positive.
- More consciously start meeting with positive note.
- Share a positive work success at meetings.
- Have a “stand-only” meeting.
- Be present in the moment/meeting.
- Ask positive questions in team meetings.
- Pre-meeting TED talk even when group not naturally negative.

Focusing on Positive

- Give specific positive feedback.
- Share one personal positive and one professional positive.
- Focus on positivity.
- Recast management goals to positive from negative.
- Get direct reports to model positive behavior in their teams.
- Reposition problems as opportunities.

Providing Recognition

- Give thank you's
- Hand-written notes
- Praising/Recognition
- Give specific praise.
- Enforce & report on culture of excellence and collaboration.
- Remember to notice thing that are going well & recognize them.
- Share stories of partners helping partners.

Living in the Moment

- Give your full attention.
- Be a better listener.

Other

- Empower them to handle tough conversations themselves. When team members have a challenge – come with proposed solutions.
- Inventory strengths.
- Encourage sharing alternative viewpoints.
- Respond before reacting.
- Create “think time” or scheduled “react time”.
- Break routines/habits.