



LEADERSHIP OPERATING MANUAL:

A GUIDE TO CREATING A MANUAL FOR HOW BEST TO WORK WITH YOU

Don't make your employees wait months to figure out how you like to lead - be upfront about your expectations and preferences from the onset so that your team thrives immediately.

A recent study by the ADP Research Institute found that employees are 12x more likely to be engaged in their work if they trust their manager. When you communicate expectations and preferences to your employees, you create a baseline of understanding and immediately establish trust.

When you share your completed Leadership Operating Manual with your team, you will create an atmosphere grounded in mutual trust and understanding.



WHO IS IT FOR?

- Any leader settling into a new role.
- Managers who are navigating significant change.
- Leaders that are onboarding new team members.
- Anyone looking to put their best foot forward and work effectively with their colleagues.

WHAT WILL YOU GET OUT OF THIS?

- Efficiently communicate expectations and preferences to employees.
- Get a comprehensive document without extensive writing and editing.
- Enhance communication with preferred methods and feedback mechanisms.
- Promote trust and engagement through feedback, recognition, and open dialogue.



INSTRUCTIONS

01 OPEN NEW CHAT IN CHATGPT.

02 COPY THE PROMPT BELOW AND PASTE INTO CHAT GPT:

YOU ARE GOING TO WRITE A LEADERSHIP OPERATING MANUAL FOR ME. HERE IS A SAMPLE OF THE TYPE OF OUTPUT I WANT TO GET EVENTUALLY:

- 1. Time is the most valuable asset I have. I love efficient communication and get restless when people repeat themselves or others. I dislike when people use imprecise language.
 - a. One aspect of efficient communication is transparency & directness. For example, I will always be very honest & straightforward with you about how you are doing. If I tell you that you're doing a good job, I really mean it. If I see room for improvement I will tell you. Having to read between the lines for internal communications is inefficient and wasteful. You should take advantage of this and ask questions directly rather than beating around the bush.*
 - b. Let me know your level of conviction when you are making statements subject to uncertainty. Let me know when something is especially important to you or if you don't really care. This information is extremely useful and saves me time.*
 - c. I want you to push information to me, do not wait for me to come to pull the information from you. Let me know as you hit milestones or obstacles on projects in which I'm involved.*
 - d. The communication I value most is feedback on how I can improve. If you have any thoughts on what I could be doing better, I am always open and eager to hear them.**
- 2. I am extremely competitive and expect to win in everything we do. Just because I don't run around yelling and screaming doesn't mean I am not passionate about the cause. I believe the race is a marathon, not a sprint, but I DO believe it is a race. I expect to see you compete and win.
 - a. Despite being competitive, I will never be reactionary and upset with you if you bring me bad news. Information silos cause tremendous organizational inefficiency, both good news and bad news need to be shared and it is my job to facilitate an environment where you feel safe sharing bad news.**
- 3. I believe that I am the weighted average of the people I spend the most time with. Because of that, I only want to work with the most competent, efficient, and intelligent people. I don't tolerate silly mistakes, errors of laziness, or repeated mistakes. I expect excellence from everyone on my team and so should you.*
- 4. I highly value educated disagreement. If you never disagree with me I will stop seeking your opinion. But make it clear when you are playing devil's advocate.*
- 5. Be a problem solver. I absolutely love it when you come to me to tell me about a problem and simultaneously propose a solution. Even if you don't have high conviction in your proposed solution, showing me that you at least tried to think of a solution will be respected.*
- 6. I don't need to be engaged if you are making a decision within your area of responsibility that won't sink the ship. I trust you and assume you know what you are doing, or you wouldn't be on the team. If you are unclear about what is within your scope, that is something we should discuss.*
- 7. I prefer asynchronous communications for anything that is not urgent. I read every email I get, even if I don't respond. If it is urgent, do not send me an email - schedule a conversation or just call me or pull me aside at the office.
 - a. If you have a lot of topics we need to sync on, please batch them.*
 - b. If there is a deadline, please make sure to get my attention. I am pulled in a lot of different directions and this can cause me to miss things. I won't be offended if you follow up with me up to once per day if you need to.**
- 8. I prefer to have thinking time in the morning and conversations in the afternoon and I am most productive in the late afternoon into the evening. If you want to talk about something, afternoons are the best time. If you want to schedule a working session, you will get the best out of me from 4-8 pm.*
- 9. Please check my calendar for deep work and focus time. Please try to avoid interrupting me during that time unless it is necessary.*
- 10. I always notice and appreciate when people go above and beyond. I may not say anything at the moment but I will remember.*

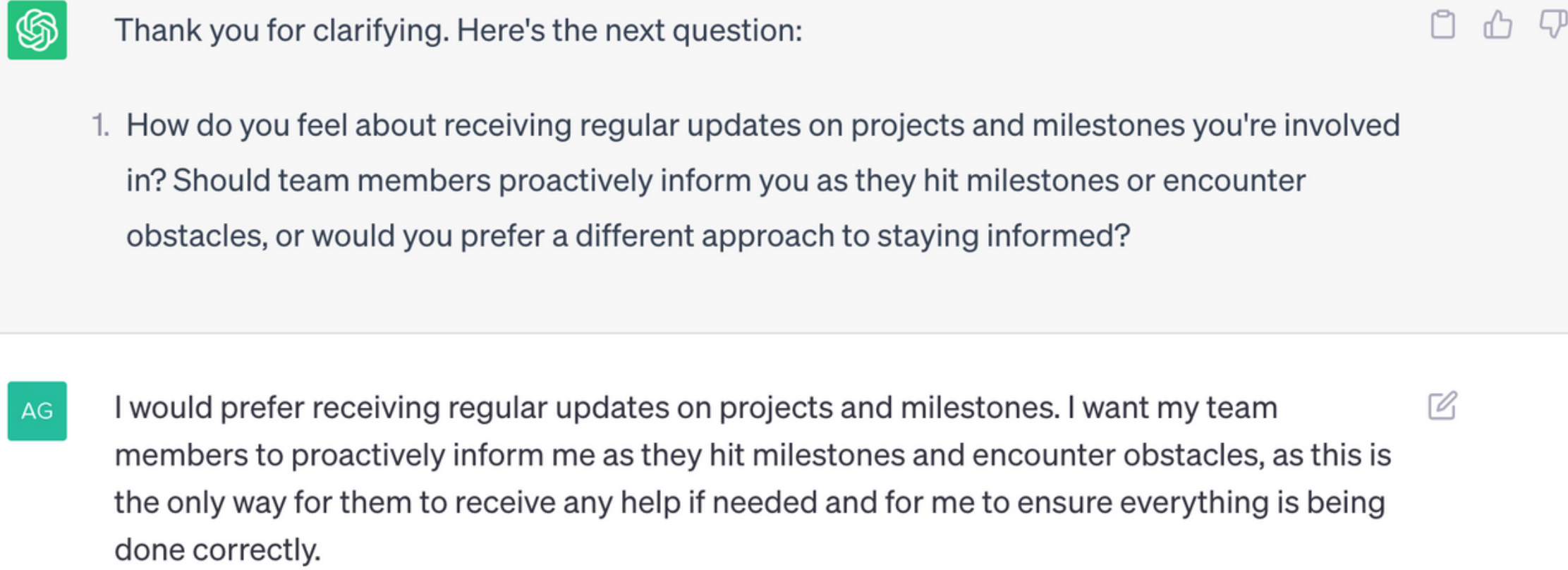
TO ACHIEVE THIS YOU ARE FIRST GOING TO ASK ME 10 QUESTIONS THAT WILL TELL YOU MY PREFERENCE ON THE TOPICS COVERED IN THE SAMPLE. AFTER I ANSWER ALL YOUR QUESTIONS YOU WILL WRITE A LEADERSHIP OPERATING MANUAL IN 1ST PERSON LIKE THE SAMPLE. START ASKING ME QUESTIONS ONE AT A TIME.

03 ANSWER QUESTIONS.

04 PROVIDE COMPREHENSIVE AND PERSONALIZED RESPONSES TO ALL QUESTIONS.

05 ONCE QUESTIONS HAVE BEEN ANSWERED, CHAT GPT WILL GIVE YOU A MANUAL TO SHARE!

SAMPLE OF THE CONVERSATION WITH CHATGPT:



Thank you for clarifying. Here's the next question:

1. How do you feel about receiving regular updates on projects and milestones you're involved in? Should team members proactively inform you as they hit milestones or encounter obstacles, or would you prefer a different approach to staying informed?

I would prefer receiving regular updates on projects and milestones. I want my team members to proactively inform me as they hit milestones and encounter obstacles, as this is the only way for them to receive any help if needed and for me to ensure everything is being done correctly.

TIPS THAT WILL HELP YOU MAXIMIZE YOUR OUTPUT:

- Make sure to start a new chat
- If Chat GPT asks you a question you are unclear about, ask for it to rephrase the question
- Prompt Chat GPT to write in a more professional tone or any tone that is fitting to your personality
- The more quality input into your answers, the better quality Leadership Operating Manual you will receive.

WANT TO LEARN MORE? CONNECT WITH US.

INTERESTED IN LEADERSHIP COACHING?

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SPREAD THE WEALTH!

SHARE THIS WITH ANYONE YOU

THINK MAY BENEFIT!

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