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**"Building Organizational Capacity to Achieve Extraordinary Results"**

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## Welcome to Transformational Leadership Coaching & Consulting News

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Welcome to our business newsletter. We are in the business of developing transformational leaders and engaging their organizations to deliver truly extraordinary results. We coach leaders and leadership teams to practice the skills, processes and behaviors needed to inspire individuals and teams to new levels of achievement. We will use our newsletters to describe the various aspects of transformational leadership, as well as provide tips and insights that will facilitate your journey to grow the capacity and capability of your organization.



***Six Steps to Meetings  
that Get Action and Results***



### ***The BIG 3 Auto Company Dilemma***

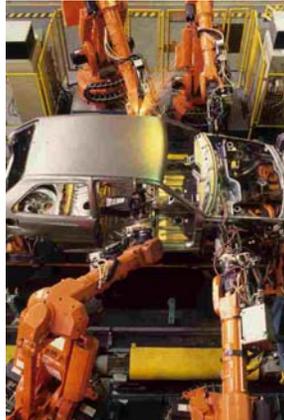
**The case for developing  
Transformational Leaders**

#### ***1. Do you really need a meeting?***

Don't hold a meeting if the same information can be covered in another way. Consider an e-mail, memo or report.

#### ***2. Don't plan your meeting alone.***

Use a team approach for planning meetings. This usually improves the quality of the meeting design and automatically increases ownership and commitment to



Our country and the Congress face a huge dilemma when it comes to determining the best course of action opposite the Big 3 Auto companies. The reality of lower market shares, shifting consumer demands and a shrinking market necessitate a major transformation of their business model. However, many observers are convinced that even in this crisis situation, the leaders of the Big 3 lack the vision and the transformational leadership skills to redefine their business model. According to an article in the December 2008 issue of Fortune Magazine, Fred Smith, former CEO of GM believed his ability to transform GM and make all the needed changes was limited by the ability of the organization to absorb the needed changes. This seems like a clear admission that he could have transformed the company, if only he had first developed the organizations capacity to address change.

How could this possibly happen? How could 3 of the largest Corporations in America with access to incredible resources find themselves in the position of not having the leadership skills to lead and implement transformational changes in their business?

With the obsessive focus on this quarter's financial results, good management tends to get a lot more attention and status than good leadership. The result is that most organizations have eliminated, or significantly reduced, true leadership development work and leadership development processes. If they have not entirely eliminated it, it is certainly the first thing to get cut in tough times. So after 20 years with little focus on developing true leaders, many organizations find themselves without the ability to lead significant change, even when they desperately need it.

There is another alternative: to develop leadership talent and skills in the process of implementing major strategic change initiatives. The elegance of this approach is that you develop leadership skills for the future while doing work that has a near term return.

Here's how TLCC's unique 5 step approach to an Integrated Transformational Leadership Process works:

the success of the meeting.

### **3. What do you need to accomplish with this meeting?**

Before starting on an agenda, determine the desired outcomes for the meeting. These are the meeting products that will be delivered by meeting's end.

### **4. Don't wait for the meeting to hand out the agenda.**

The agenda should include meeting topics, who will lead each topic and how long each topic will take. Also include a "how" column that describes the process steps for each agenda item (this allows participants to prepare for the meeting). Meeting participants should receive the desired outcomes and agenda a few days before the meeting, allowing them plenty of time to prepare

### **5. Meeting's over but the work isn't.**

Meetings should not end without creating an action list that specifies what will be done, by whom and by when. It is a contract that forms the basis for individual and group accountability. The action list should be issued to participants within 48 hours while commitments are still fresh.

### **6. So, did that work for you?**

This is a chance for quality improvement of your meetings as well as an opportunity to acknowledge individual contributions to meeting success. A debrief allows you to identify what is working particularly well so you can continue doing it. It also allows you to identify what could be done differently so you can

1. Leadership Assessment
2. Leadership Skill Training
3. Leadership Coaching and Action Planning
4. Application to a Strategic Change Project
5. Sustaining mechanisms to provide follow up and feedback.

When these five steps are combined with our Strategic Change Process, they yield both extraordinary improvements in business results and sustainable improvement in leadership skills and capabilities. Or as we like to say, "We build organizational capacity to achieve extraordinary results in the process of achieving extraordinary results"

Let's go back to the Big 3. If they had used TLCC's approach, the Integrated Transformational Leadership Process, they would have been training leaders while transforming their business model over the last 20 years. They would have been pros at implementing and absorbing necessary change, instead of fearing and ignoring it. Most importantly, they would have an entire organization of talented leaders who know how to anticipate and respond to significant external changes in a way that capitalizes on it as a way to grow the business.

To learn more about how you can use our Integrated Transformational Leadership Process to grow your business and your leaders visit our web site or give us a call.

**Visit Our Web Site**  
**[www.tlcc.biz](http://www.tlcc.biz)**

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adjust the next meeting. The debrief should be performed with all meeting participants, as the last topic on the agenda.

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### **Quotable Quote**

"Fortunes are NOT made in the boom times ... That is merely for the collection period. Fortunes are made in depressions or lean times when the wise man overhauls his mind, his resources, and gets training for the race to come."

George Wood Bacon