

PARTICIPANT GUIDE

JOHN C. MAXWELL

How To Be A

R E A L

RELATIONSHIPS

EQUIPPING

ATTITUDE

LEADERSHIP

Success

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Letter From John C. Maxwell

Dear Friend,

Thank you for investing in this resource. It is my desire that each session of *How to Be a REAL Success* will make a lasting impact on your ability to lead.

In *How to Be a REAL Success* we focused on four specific areas that can make a lasting difference in your leadership abilities:

Relationships

Equipping

Attitude

Leadership

These areas are a challenge to every leader – and while you may readily identify with one or another of them, it is our goal that you grow significantly in each area. We want to equip you to be the strongest leader possible.

Maximum Impact is here to partner with you every step of the way as you pursue personal excellence.

Your friend,



John C. Maxwell

Introduction

This book is designed to emphasize what you should learn from the videos. As you watch the videos, take comprehensive notes in your workbook. Make sure that you answer the additional questions at the end of each session. Read *Your Roadmap for Success* to gain an even deeper understanding of the principles being taught. In doing so, your understanding of REAL Success will grow.

After you have completed this book, it can serve as a helpful reference guide as you consider your responsibility as a leader/team member and how to improve as you function in that role. Approach this course with the knowledge that, upon completion, you have the instruction to help make yourself into a better leader.

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How to Be a REAL Success: Session 1

“Success is simply a matter of luck. Ask any failure!”

—EARLE WILSON

Success is...

- _____ my purpose in life.
- _____ to my maximum potential.
- _____ seeds that benefit others.

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- When asked what one single characteristic is most needed by those in leadership positions, most chief executives of major companies replied: **“The ability to work with people.”**
- *“The most important single ingredient to the formula of success is knowing how to get along with people.”* —TEDDY ROOSEVELT
- In actual studies of leadership in American business, it has been proven that the average executive spends three quarters of his working day dealing with PEOPLE.

Success is... _____ People Knowledge

_____ Product Knowledge (Stanford Research)

Most people can trace their successes and failures to the relationships in their lives.

Some people _____ to our lives.

Some people _____ from our lives.

Some people _____ our lives.

Some people _____ our lives.

Relationship Rules

1. Love and accept _____ .
 - The only relationship in your life that is continual and therefore most important, is with yourself.
 - The first person you learn to get along with is _____ .
2. Put _____ into being likable.
3. Remember their _____ .
4. Focus on their _____ .
5. Request the _____ of others.
6. Add _____ to people.

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Session 1, continued

How to Add Value to People

We add value to people when we:

- truly _____ .
- make ourselves _____ .
- _____ to what they value.

7. Follow the _____ Principle.

- Find the 1% that you agree on and give it 100% of your effort.

8. Love people more than _____ .

9. Follow the _____ .

10. Seek out _____ to help you grow in relationship skills.

Relationships Inventory

(Please rate yourself: 1 = Always; 5 = Never)

1. Do you love and accept yourself?	1	2	3	4	5
2. Do you put energy into being likable?	1	2	3	4	5
3. Do you remember people's names?	1	2	3	4	5
4. Do you focus on people's interests?	1	2	3	4	5
5. Do you request the help of others?	1	2	3	4	5
6. Do you add value to people?	1	2	3	4	5
7. Do you follow the 101% principle?	1	2	3	4	5
8. Do you love people more than opinions?	1	2	3	4	5
9. Do you follow the Golden Rule?	1	2	3	4	5
10. Do you try to improve your relationship skills?	1	2	3	4	5

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Session 1, continued

Questions

1. Do you agree with Roosevelt's statement that "*the most important single ingredient to the formula of success is knowing how to get along with people*"? Give two examples to support your answer.

2. How have your relationships affected your level of success? How have your relationships affected someone else's level of success? (positive or negative)

3. Write out your three best qualities and describe how you can incorporate them into your relationships with coworkers, friends, and family.

4. Reflect on your answers to the relationship inventory. What two areas that you scored low on could you start improving in today? What steps will you take to improve these relationship skills?

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How to Be a REAL Success: Session 2

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Great leaders grow their vision from _____ to _____.

Why People Fail to Equip Others

1. It's _____ work.
2. We _____ people.
3. We _____ doing the task ourselves.
4. We receive _____ from being needed.
5. We are in the _____ of doing everything.
6. We want to keep _____.
7. We don't notice the leadership potential in those _____ us.

Equipping Inventory

(Please rate yourself: 1 = Always; 5 = Never)

1. Do you fail to equip because you think it's too hard?	1	2	3	4	5
2. Do you underestimate people?	1	2	3	4	5
3. Do you enjoy doing tasks yourself?	1	2	3	4	5
4. Do you receive ego satisfaction from being needed?	1	2	3	4	5
5. Are you in the habit of doing everything yourself?	1	2	3	4	5
6. Do you want to keep control of everything?	1	2	3	4	5
7. Do you notice leadership potential in those around you?	1	2	3	4	5

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Session 2, continued

Teamwork Laws

- The Law of _____ — One is too small a number to achieve greatness.
- The Law of _____ — As the challenge escalates, the need for teamwork elevates.

This law is about _____ and _____ a team to accomplish something big!

Three Mt. Everest Questions

1. What is my _____? “What could be”
2. Who is on my _____? “What is”
3. What should my _____ look like? “What must be”

Questions

Equipping Inventory

1. Do you take time to equip others, even when it is challenging? _____
2. Do you notice leadership potential in those around you? _____
3. Do you equip others in order to focus your attention on the tasks that only you can perform? _____
4. Do you enjoy teaching others new skills? _____
5. How often do you equip others? _____

Thought Provokers

1. What hesitations do you have about equipping others?

2. In what ways have other people invested in your personal growth, increased knowledge, and skill level?

3. What could you gain from equipping another person? What task do you currently perform that you would like to equip another person to do? How would this increase your effectiveness? How would this benefit the person you equip?

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Session 2, continued

4. Answer the Mt. Everest questions:

What is your dream?

Who is on your team?

What would your dream team look like?

And, how could you equip people on your current team in order to advance them to your dream team?

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How to Be a REAL Success: Session 3

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*“A happy person is not a person with a certain set of circumstances,
but rather a person with a certain set of attitudes.”*

—HUGH DOWNS

Psychologists have found that when people are appraised for promotion, company executives look at a person’s:

1. _____ .
2. _____ .
3. _____ toward the company.
4. _____ toward people.
5. _____ toward excessive demands on time and energy.

Leadership has less to do with position than it does with disposition.

Attitude Inventory

(Please rate yourself: 1 = Always; 5 = Never)

1. Do you evaluate your ambition on a regular basis?	1	2	3	4	5
2. Do you invest in your own skills improvement and learning?	1	2	3	4	5
3. Do you foster a healthy attitude in yourself for your organization?	1	2	3	4	5
4. Do you foster a healthy attitude in yourself for your family, friends, and co-workers?	1	2	3	4	5
5. Do you respond to excessive demands on your time and energy with a positive attitude?	1	2	3	4	5

What I Have Discovered About Our Attitude

1. Our attitude is a _____.
2. Our attitude determines our _____.
3. Our attitude can turn our problems into _____.

“The major difference between successful and unsuccessful people is how they think!”

—THESIS: *Thinking For a Change*

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Session 3, continued

Questions

Attitude Inventory

1. Do you exhibit healthy ambition? _____
2. Do you take time each month to improve your skills and increase your knowledge?

3. Do you exhibit a positive attitude towards your organization both at work and outside of work? _____
4. Would your family members, friends, and coworkers consider you a positive person?

5. Does your attitude increase your energy level? _____

Thought Provokers

1. Describe the attitude of a person whom you consider to be an example of success. How does your attitude differ from his or hers?

2. What has shaped your attitude towards work? Coworkers? Family members? Friends?

3. Do you agree that your attitude is a choice? Give two examples to support your answer.

4. How do you initially react when faced with a challenge? Give an example. How did your attitude affect the outcome?

5. Reflect on your answers to the attitude inventory. What two areas that you scored low on could you start improving in today? What steps will you take to improve your attitude?

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How to Be a REAL Success: Session 4

Review: How to Be a REAL Success

Relationships**Equipping****Attitude****L**

Leadership Laws:

- The Law of the _____ — Leadership ability determines a person's level of effectiveness.
- The Law of _____ — Leaders develop daily, not in a day.

We _____ the event and we _____ the process!

The secret of our success is discovered in our _____ agenda.

What Leaders Do

1. _____
2. _____
3. _____
4. _____
5. _____

—The Leadership Challenge, KOUZES AND POSNER

Leadership Inventory

(Please rate yourself: 1 = Always; 5 = Never)

1. Do you challenge the process?	1	2	3	4	5
2. Do you inspire a shared vision?	1	2	3	4	5
3. Do you enable others to act?	1	2	3	4	5
4. Do you model the way?	1	2	3	4	5
5. Do you encourage the heart?	1	2	3	4	5

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Session 4, continued

Questions

1. How do your leadership skills determine your level of success? Give two examples.

2. What three lessons have you learned about leadership by observing successful leaders? How have you incorporated these principles into your own leadership style?

3. What do you do each day that moves you toward a new level of success?

4. How does your leadership benefit those you lead?

5. Reflect on your answers to the leadership inventory. What two areas that you scored lowest on could you start improving in today? What steps will you take to improve your leadership skills?

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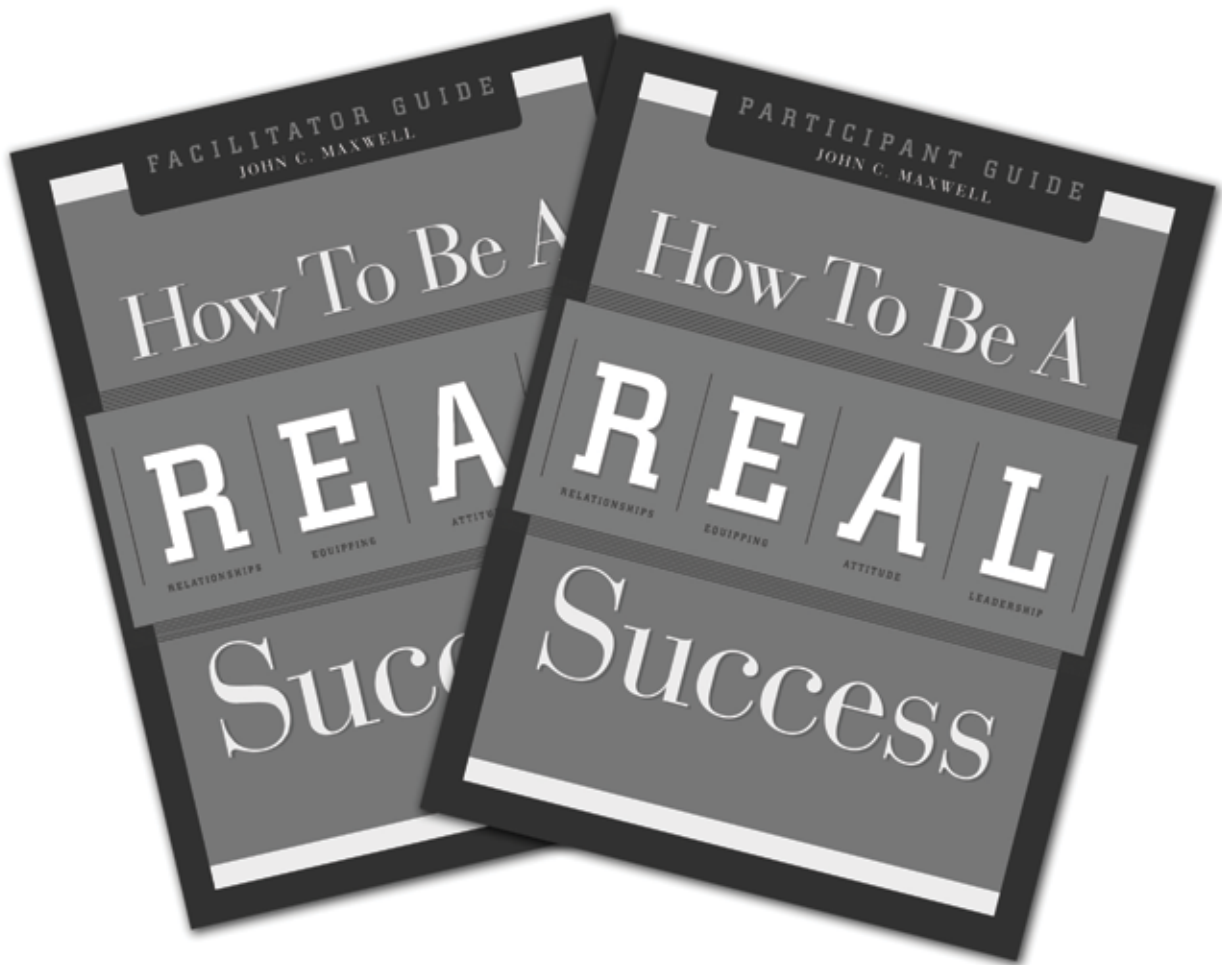
Session 4, continued

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