



Advancing Women as Business Leaders Workbook

Mission Statement

We are a network of successful REALTORS®, advancing women as business leaders in the industry and in the communities we serve.

The “key” to the _____ of any network is _____.

The function of leadership is not to gather more followers.... It is to produce more _____.
To Identify leaders, you must have the ability to _____ ability.

6 Steps to Identify Leaders

Step #1 What does the network need?

Clarity of your network _____
Clarity of your network _____
_____ you need on your team to accomplish both
_____ resources do you need to accomplish both

Step #2 Who has Leadership potential within the network?

You _____ their strengths and performance
They _____ the network leadership culture
They have _____ within the network
(Leadership is influence, nothing more, nothing less~ John Maxwell)
_____ at your current Leadership Table

Step #3 Who has Leadership potential outside the network?

_____ them
Set the _____
Ask yourself if _____ your leadership culture

Step #4 Do they have the right attitude and are they willing?

Hire for _____ train for _____
Are they a “me” or “_____” attitude
Do they have a _____ for people
Do they have the _____ to lead others

Step #5 Do they have the ability? (Talent)

They _____ excellence- they will be good at it
They have the _____ to use it- creates growth
They _____ others towards them- Law of the Lid
They _____ doing it- Passion + Purpose= Fulfillment

Step #6 Have they produced results?

They have a _____
They know _____
They are _____
They _____
They are _____

5 CHARACTERISTICS OF BUILDERS

Builders _____
Builders are _____
Builders are _____
Builders are _____
Builders are _____

ATTRACTING LEADERS

In Volunteer Leadership you must look for _____ of _____
that _____ people!

The Leadership Table

People at the table can:

_____ the leadership culture
_____ in the dynamics of the table
_____ from the power of proximity
Get to _____ leadership

To Understand Leaders, you must first touch the _____
before you can ask for the _____ .

Leadership is a people business

_____ them
Let them know you _____ them
_____ them in the journey
_____ questions
Listen, listen, _____
_____ their perspective
_____ credit to those who help you
Have a _____ mindset
Replace “me” with _____

See their perspective

Learn perspective **thinking**- lead them from where _____ are, not where you are.

Practice perspective **seeking**- ask them what their perspective is, _____ share yours.

Engage in perspective **coordinating**- tie everyone's perspectives together to the _____ of the network.

Always Ask Questions

_____ an environment of discovery

Places _____ and their opinions

_____ gets to know each other better

It's an invitation for _____

_____ any assumptions

_____ people to think

_____ the conversation

_____ understanding

_____ are a more _____ leader/ _____ as a leader

Front End Questions

Sets the agenda

Encourages Preparation

30,000 foot view

Productive use of _____

Sets _____ of conversation

_____ out their perspective

_____ their potential

_____ if/how they rely on assumptions

_____ out if you are on the _____ page

Back End Questions

Maximizes the agenda

Encourages Reflection

Prompts _____ reflect

Gauges _____ level of awareness

What did they _____

How do they _____

What did they _____

How will they _____ it

What action will they _____

Become a BETTER Listener

_____ understand people

Best way to _____

_____ trust

Creates _____

Everyone _____ when you develop leaders!

Developing Leaders is.....

_____ but worthwhile

A job that _____

The _____ to grow your network

The _____ to create a leadership culture

DO YOUR B.E.S.T.

B- _____ them

E- _____ them

S- _____ them

T- _____ them

HAVE G.R.O.W.T.H.

G- _____ them a growth environment

R- _____ each person's needs for growth

O- _____ for them to grow

W- _____ in challenging times

T- _____ to learn from every experience

H- _____ add value to others

REPRODUCING LEADERS

_____ COACH THEM

_____ COACH OTHERS

_____ COACH OTHERS

YOU COACH THEM

_____ what you know

_____ who you are

You _____ them

_____ for both of you

Help them _____ of themselves

_____ to have crucial conversations

THEY COACH OTHERS

_____ is a reproducing culture of leaders

_____ is expected to mentor someone

_____ on developing leaders, not recruiting followers

_____ out of leadership positions

_____ a sponsor- Sponsors open doors of opportunity for you

_____ a reproducing culture of leadership development

OTHERS COACH OTHERS- REPRODUCING 3G LEADERS

_____ Leaders

_____ Humble

_____ Integrity

_____ Leaders
Don't _____ opportunities
_____ Humility
_____ responsibility

_____ Leaders
_____ a hunger
_____ others
_____ about others
Use _____

THE COMPOUND EFFECT ON THE NETWORK

_____ carry the leadership load
_____ resources
_____ Momentum
_____ influence
_____ everyone on their toes
_____ a better future for the network
_____ the investments made

EMOTIONAL INTELLIGENCE

The _____ to _____ and _____ your
own emotions as well as the emotions of _____.

Top 5 Characteristics of Emotional Intelligence in a Leader

#1 Self- Awareness

_____ emotions
_____ ego
_____ strengths
_____ weaknesses

#2 Self- Regulation

- stay in control**
- do not compromise ethics**
- hold yourself accountable**
- are calm**
- lead by example**

#3 Motivation

- understand what you want**
- understand why you want it**
- have commitment to succeed**
- work towards goals**
- understand the people you lead**

#4 Empathy

- can put yourself in their shoes**
- understand body language**
- resolve conflict with respect**
- work towards a solution**
- acknowledge feelings, not just words**

#5 Soft Skills

- make an emotional connection with communication**
- make people feel like there are endless opportunities**
- are talented at conflict leadership**
- lead with increased mindfulness**

**Emotional Intelligence in _____ is the “key” to the
_____ of any network!**

Books for leaders to read and practice as a team:

The Dream Manager by Matthew Kelly

The Leader's Greatest Return by John Maxwell

Leadershift by John Maxwell

Successful Women Speak Differently by Valerie Burton

**CONNECT WITH ME TODAY,
SO WE CAN GROW TOMORROW!**

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