

WORKPLACE TOOLKIT

Anne Collier

Upgrade Your Personal Operating System



Arudia
STEP INTO POWER

1

Anne E. Collier, MPP, JD, PCC



11 years practicing law
20 years improving culture, collaboration, and communication
Resilience, self-actualization, confidence
Law, Healthcare, Behavioral Health, Associations, Corporations, Non-Profits
University of Michigan Law School, Institute of Public Policy Studies, U of M, University of Michigan, BA
Coaching, Team and Leadership Development

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Agenda

1. Motive Drivers
2. Shadows Thinking: Fear Driven
3. Nine Attributes: Pathway to Resilience, Confidence, and Wellbeing
4. Compartmentalize Your Stress to Optimize Your Success?

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Outcomes

- ✓ Discover your own resilience when you need it most
- ✓ Heighten your ability to harness objectivity
- ✓ Lead with aplomb
- ✓ Inspire others
- ✓ Amplify your capacity to operate in the face of difficult circumstances
- ✓ Develop your own plan

4



5



6



7

Maslow's Hierarchy of Needs



8

Optimistic
Thoughtful
Curious
Patient



Communicates
Listens
Calm
Clear
Open

Strategic * Decisive * Friendly * Positive

9

more Resilient



Uncertain future
Responsibilities
New norms
Change
Multiple projects
Deadlines
Stressed colleagues
Shifting priorities

10

more Resilient



think clearly and creatively about challenges, while instilling a sense of confidence that together, the team will prevail

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Reactive



Impatient
Blaming
Venting
Worrying
Fretting
Obsessive
Anxious

12

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Your Motive Drivers



Affiliation

Power/Control

Achievement

13

Take the short-form
Actualized Leader Profile
by going to:
www.alpfree.com/arudia/

“Click Here” to start
Pick from one each of the 10 word pairs
Pick 1 of 3
Supply Your Name and Email
Click “Submit”

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Short Form Profile

THE AFFIRMER STYLE
Leadership Shadow: Fear of Rejection

AT YOUR BEST
ACTUALIZED AFFIRMER

Friendly
Empathetic
Loyal
Helpful
Generous

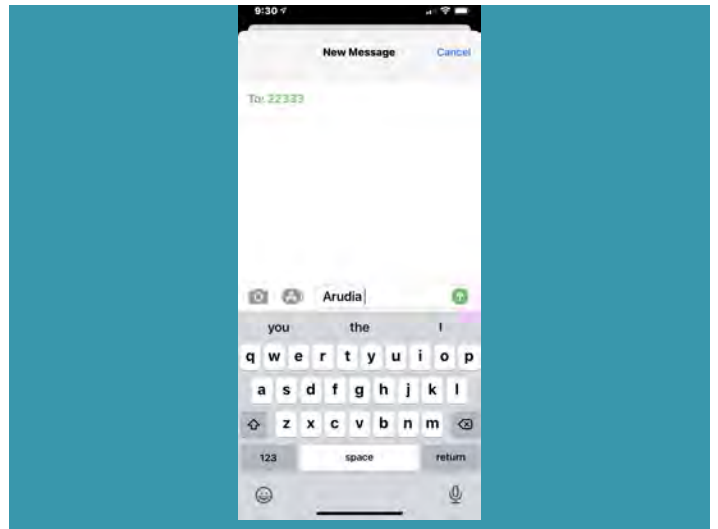


AT YOUR WORST
SHADOW AFFIRMER

Conflict-avoidant
Indecisive
Dependent
Accommodating
Jealous

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Poll 10: What is your primary leadership style?

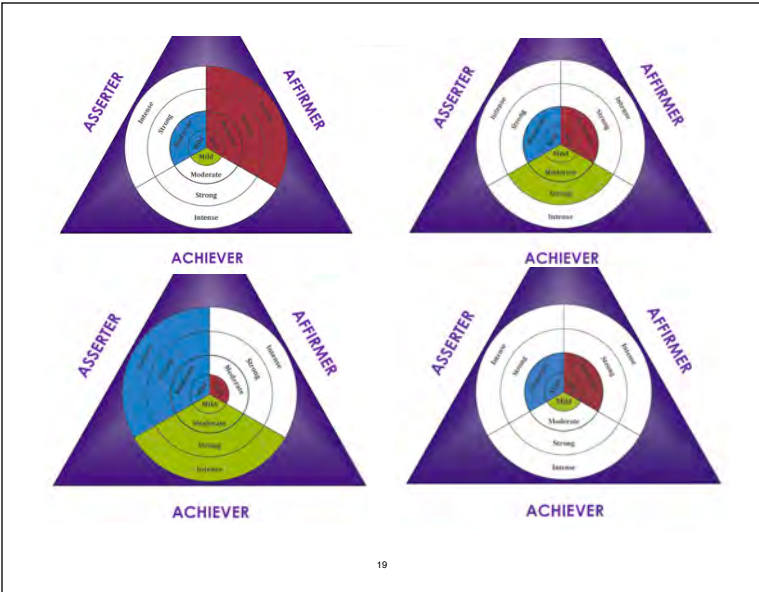
- Affirmer (Red Screen) **A**
- Asserter (Blue Screen) **B**
- Achiever (Green Screen) **C**

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Sample



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Your Motive Drivers

- Affiliation**
- Power/Control**
- Achievement**

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AFFIRMERS

People Driven
Warmth
Friends
Empathy
Relationships

“People People”






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AFFIRMERS



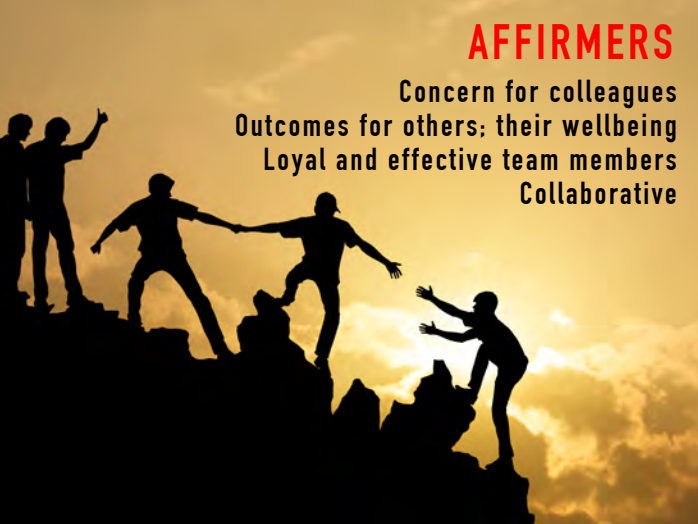
- Kind
Helpful
- Friendly
Loyal
Trusting
- Generous
Relationships

Connection and Acceptance from Others

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AFFIRMERS

Concern for colleagues
Outcomes for others; their wellbeing
Loyal and effective team members
Collaborative



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AFFIRMERS

Emotional Intelligence
Interpersonal Skills



Excellent Listeners

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ASSERTERS

Results Driven

Power
Results
Control

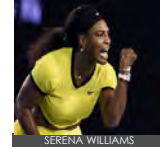
Driven to produce with a “bias for action”



NAPOLEON



MARTIN LUTHER KING, JR.



SERENA WILLIAMS



FRANK SINATRA

ASSERTERS

Confident, Candid and Direct
Viewed as Natural Leaders
“Take Charge”

Enthusiastic
Charismatic
Bold

Assertive
Dynamic
Strategic

Effective Negotiators



Decisive
Risk-Takers
Challenge Status Quo

ASSERTERS

Skeptical and slow to trust

ASSERTERS

Rational
Objective
Analytical
Critical

Focused
Hard Working

Complex
Problems



ACHIEVERS

Expertise Driven

The Technical Expert
Win Through Deep Technical Expertise
Task Driven
Improve Self and Others
Thrive on Accomplishment

“Get down to business”



TOM CRUISE



MICHAEL JORDAN



OPRAH WINFREY



BILL GATES

ACHIEVERS

High individual achievers
 Driven, focused, competent, and controlled
 Perfectionist
 Excellent planners
 Back-Up Plan
 Requires concrete feedback
 Risk averse

Focused on
 Expertise
 Competence

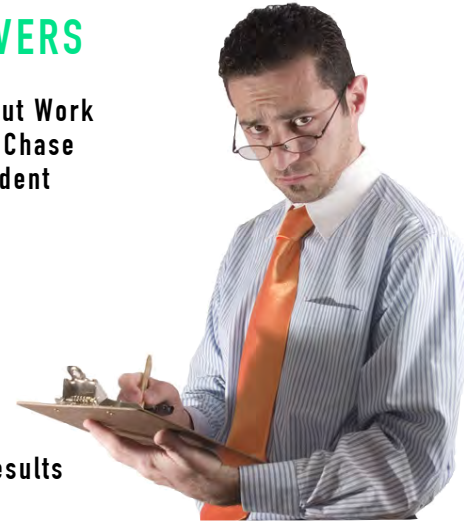


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ACHIEVERS

Serious about Work
 Cut to the Chase
 Independent

Dependable
 Organized
 Responsible
 Committed to Results



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ACHIEVERS

Consistency
 Predictability

Detail-oriented
 Disciplined
 Focused
 Efficient
 Rules-oriented



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Step 1: Your Leadership Style

Pages 1

1. Primary Leadership Style
2. Circle strengths
3. Connect



Enter in Chat

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Actualized Leader Worksheet

Part 1: Leadership, Resilience, and Well-Being
 Summary Table

Leadership Style	Strengths	Shadow Behaviors	Self-Actualized
Achiever Motive: Achievement Fear: Failure Antidote: Abundance	Organized Detail-oriented Structured Thorough Analytical	Micromanager Tedious and cautious Perfectionist Critical Narrow-minded	Detailed and conceptual Organized and flexible
Affirmer Motive: Affiliation Fear: Rejection Antidote: Connection	Friendly Helpful Trusting of others and trustworthy Humble	Avoids conflict and confrontation Indecisive Devalues own needs and wants	Friendly and courageous Empathetic and candid
Asserter Motive: Power Fear: Betrayal Antidote: Assurance	Confident Decisive Competitive Courageous Strategic	Controlling Arrogant Impatient Condescending Manipulative	Confident and humble Competitive and caring

Step 1: Your Leadership Style

1. Go to www.alpfree.com/actualized/ to determine your primary leadership style or refer to page 6 of your full report. Circle your primary style: Achiever, Affirmer, Asserter.
2. Which strengths do you use on a regular basis?
3. Consider strengths from each leadership style (see table above). Add any other strengths you can identify; consider what colleagues appreciate most about you.

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THE PARADOX

SELF-AWARENESS
 DISTURBS AND
 DISRUPTS.

IT DOES NOT COMFORT

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➔ HOWEVER ➔

**THIS DISTURBANCE
AWAKENS NEW
POSSIBILITIES AND
GREATER POTENTIAL.**

The Shadow Archetype

Our emotional, reactive side embedded in our subconscious that is triggered under stress and fueled by negative emotions (e.g., fear, anger, jealousy, etc.)

Pay attention to what you notice and dislike in others.

"The best we can ever hope for is a lifelong negotiation with the other."



Step 2. Identifying Your Stresses

What Stresses You Out?	Fear <small>Step 1, 04</small>	Plan <small>Steps 05-08 02</small>
1.		
2.		
3.		
4.		
5.		

Step 3. The Penumbra: Identifying When You Are About To Step In It

The goal of this exercise is to help you identify when you are at the penumbra, which is the very edge of the shadow. Without awareness, we can't stay out or step out of the shadow:

- My Primary Shadow and Underlying Fear is: Failure, Rejection, or Betrayal (circle one).
- The fear I experience most in my work is:
- What are the first signs you are getting stressed? Think broadly, it may not be obvious at first. Consider the behaviors indicated in the Shadow: At Your Worst, Disempowered, Irrational columns on the next page.

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State Dependence Cognition & the Capacity for Engagement

Functional IQ	120-100	110-80	90-60	70-50
Cognition	Abstract (Reflective)	Concrete (Routine)	Emotional (Reactive)	Reactive (Reflexive)
Mental State	CALM	ALERT	ALARM	FEAR
Sphere of Concern	Community Clan	Clan Family	Family Self	Self Body Integrity

Perry, B.D. NN COVID Series: 1 - Patterns of Stress, determine Risk & Resilience <https://www.youtube.com/watch?v=wwwIn20VY> & feature=youtu.be

We Experience  **What We Fear**

Affirmer Shadow: Fear of Rejection ³

Triggers: Prospect of conflict, hurting other's feelings, making other angry

At Your Best, Empowered	Shadow: At Your Worst, Disempowered, Irrational	
Friendly	Sensitive	Dependent
Generous	Insecure	Possessive
Loyal	Indecisive	Anxious
Empathetic	Complacent	Jealous



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Affirmer Shadow: Fear of Rejection 3

Triggers: Prospect of conflict, hurting other's feelings, making other angry

At Your Best, Empowered	Shadow: At Your Worst, Disempowered, Irrational	
Friendly	Sensitive	Dependent
Generous	Insecure	Possessive
Loyal	Indecisive	Anxious
Empathetic	Complacent	Jealous

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Nothing Personal

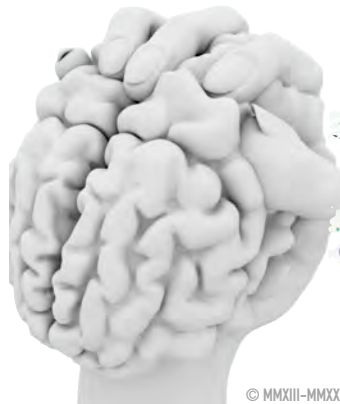


Everything Personal

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Stressed/Amygdala Hijack

Prefrontal Cortex



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choose

objective



shadow



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Affirmer Shadow Examples

"I can't believe you expect me to work with someone I've never met!"

Paralyzed because the "Colleague/client doesn't like me."

Upset and anxious because my manager "never has time for me."

Anxious and indecisive; not knowing how to ask a for guidance or reveal a mistake.

Social and physical isolation.

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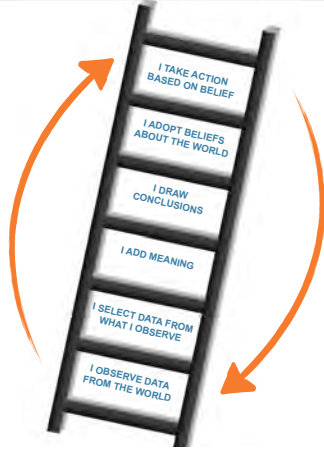
Ladder of Inference

51

LEFT OUT
UNRELIABLE
NOT HAPPY
INTERVIEW
DRESSED NICELY
LATE

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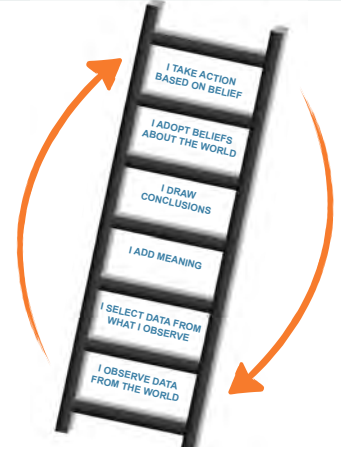
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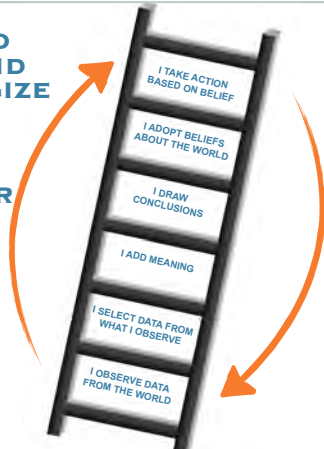
Fear of Rejection Ladder of Inference

51

TRY HARDER TO
PLEASE OR AVOID
OR OVER-APOLOGIZE
I AM NOT WORTHY/
VALUED
NOT WORK TOGETHER
DON'T LIKE ME
A PROBLEM
NOT ME

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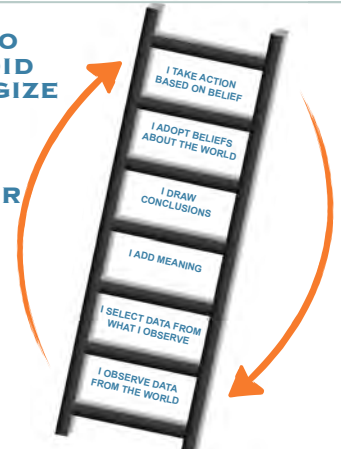
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DON'T LIKE ME
A PROBLEM
NOT ME

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Actualizing the Affirmer Style

identify and
live your purpose
say "no"
take action

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POLL 11: Affirmer Shadow: Fear of Rejection

Triggers: Prospect of conflict, hurting other's feelings, making other angry

What are the first signs you're in your Affirmer Shadow?

1. Indecisive
2. Insecure
3. Accommodating
4. Sensitive
5. Anxious


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Poll 11: What are the first signs you're in your Affirmer Shadow? (Select As Many As Applicable)

1. Indecisive
2. Insecure
3. Accommodating
4. Sensitive
5. Anxious
6. Complacent


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Candor



- Factual
- No exaggerations
- No shadow
- Ignore criticism
- Not personally

- Clarify objectives, goals, and challenges
- Clarify needs with coaching questions
 - What's most important?
 - What's the priority?
 - What don't you need anymore?
 - How can I best help you?
- Stay focused on solving the problem, on your mutual goal

 **Be committed, not attached.**

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Change
Broken Relationship & Disconnection

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IMPACT ON CULTURE

Actualized Affirmer v. Shadow Fear of Rejection

Collegial	Dramatic: Frustration & Despair
friendly	norm of overly polite
inclusive	warm, friendly atmosphere
supportive	looks to the future for salvation
community	differences "smoothed over" rather than resolved
dedicated	lacks candor and direct

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Asserter Shadow: Fear of Betrayal 148

Triggers: Vulnerability, Asking Forgiveness, "I don't know"

At Your Best, Empowered	Shadow: At Your Worst Disempowered, Irrational	
Confident	Arrogant	Autocratic
Decisive	Impatient	Manipulative
Competitive	Condescending	Rude
Candid	Blunt	Intolerant
Courageous	Dominating	

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Asserter Shadow: Fear of Betrayal 148

Triggers: Vulnerability, Asking Forgiveness, "I don't know"

At Your Best, Empowered	Shadow: At Your Worst Disempowered, Irrational	
Confident	Arrogant	Autocratic
Decisive	Impatient	Manipulative
Competitive	Condescending	Rude
Candid	Blunt	Intolerant
Courageous	Dominating	

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Challenge



Pushing for Results \neq Pushing People

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Asserter Shadow Examples

Maneuvering to take charge of another's project by cutting others out

Impatient with staff and colleagues; yelling, ALL CAPS

Interrupting, dismissing other's views publicly

Bullying; intimidating others at meetings or on calls, not listening, dominating the conversation

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Fear of Betrayal Ladder of Inference

51

NEVER WORK WITH/
TELL OTHERS

NO FUTURE HERE - NO
INVESTMENT

NOT TRUSTWORTHY

LOUSY

DISTRACTED

DIDN'T DO WHAT I
ASKED



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Fear of Betrayal Ladder of Inference

51

NEVER WORK WITH/
TELL OTHERS

NO FUTURE HERE - NO
INVESTMENT

NOT TRUSTWORTHY

LOUSY

DISTRACTED

DIDN'T DO WHAT I
ASKED



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Actualizing the Asserter Style

embrace vulnerability

say "I'm sorry" or "I was wrong"

forgive others (and yourself)

recognize what you can
and can't control

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POLL 12: Asserter Shadow: Fear of Betrayal Triggers: Vulnerability, Asking Forgiveness, "I don't know"

What are the first signs you're in your Asserter Shadow?

1. Impatient
2. Blunt
3. Autocratic
4. Manipulative
5. Condescending

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Poll 12: What are the first signs you're in your Asserter Shadow? (Select As Many As Applicable)

- 1. Impatient
- 2. Blunt
- 3. Autocratic
- 4. Manipulative
- 5. Condescending
- 6. Domineering



Out of Control; Vulnerable

IMPACT ON CULTURE
Actualized Asserter v. Shadow Fear of Betrayal

Aligned	Dependent: Fear & Anxiety
interdependent risk/reward take charge progress strategic	group looks to the leader for direction and protection members expect others to run meetings and complete tasks over-reliance on the opinions of a few select team members lack of challenging assumptions/

Achiever Shadow: Fear of Failure ³
 Triggers: Scarcity, Prospect of Losing, Imperfection, Ambiguity

At Your Best, Empowered	Shadow: At Your Worst Disempowered, Irrational	
Detailed	Rigid	Narrow-minded
Organized	Cautious	Inflexible
Structured	Tedious	Obsessive
Thorough	Stubborn	Argumentative

Achiever Shadow: Fear of Failure ³
 Triggers: Scarcity, Prospect of Losing, Imperfection, Ambiguity

At Your Best, Empowered	Shadow: At Your Worst Disempowered, Irrational	
Detailed	Rigid	Narrow-minded
Organized	Cautious	Inflexible
Structured	Tedious	Obsessive
Thorough	Stubborn	Argumentative



Achiever Shadow Examples

Never accepting another's work; constant revisions that don't improve

Obsessing over emails and anything written

Replaying conversations with colleagues or clients over and over, concluding disaster

"We don't have any decent staff . . ." never delegating because others aren't good enough

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Fear of Failure Ladder of Inference

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OBSESSIVE, PESSIMISTIC,
TOO MANY HOURS

I'M GOING TO BE FIRED

I'M A FAILURE

NEVER FINISH IT ALL

OVERWHELMED

A LOT OF WORK

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Fear of Failure Ladder of Inference

51

OBSESSIVE, PESSIMISTIC,
TOO MANY HOURS

I'M GOING TO BE FIRED

I'M A FAILURE

NEVER FINISH IT ALL

OVERWHELMED

A LOT OF WORK

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Achievers
need the steps

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Same meeting . . . different day .
cautious = no decisions



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More Data ≠ Solution

78


**KEEP
 CALM
 AND
 USE
 KAIZEN**

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Actualizing the Achiever Style

develop a growth mindset
 embrace a “win-win” perspective
 cultivate gratitude

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POLL 13: Achiever Shadow: Fear of Failure Triggers: Scarcity, Prospect of Losing, Imperfection, Ambiguity

What are the first signs you're in your Achiever Shadow?

1. Rigid
2. Cautious
3. Pessimistic
4. Critical
5. Inflexible

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Poll 13: What are the first signs you're in your Achiever Shadow? (Select As Many As Applicable)

1. Rigid
2. Cautious
3. Pessimistic
4. Critical
5. Inflexible
6. Obsessive

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Scarcity, Losing Something of Value



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IMPACT ON CULTURE Actualized Achiever v. Shadow Fear of Failure

Independent

Detached: Anger & Apathy

ownership

delays making commitments or difficult decisions

dig in

some members don't participate

initiative

physical & psychological withdrawal

serious

lacks overall sense of us or we

deliver

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Listen for Shadows

Lack of control, desire for control, vulnerability, impatience, urgency, driving results

Personalize, relationship concerns, indecisive, trying to make very happy, conflict avoidant

Catastrophizing, pessimistic, critical, nitpick, overly cautious, rigid

use coaching . .

85

Challenge



Vulnerability: Trusting Others and the Process

86

Responsible

IT STARTS
WITH YOU

87

Forgiveness



Give up that things weren't any different

88

Eschew Your Shadow

Achievers
Don't "tunnel in"/obsess
Don't get defensive
Step back, focus on the big picture
(what's needed and why)

Affirmers
Put your Asserter-Pants on;
Be ready to deal with unpleasantness 😞

Asserters
No "blame game"
Don't get angry

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“Everything you want is on the other side of fear.”

Jack Canfield

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Clarifying Your Shadow; Breakout

147-149

Step 2: Identifying Your Stresses
fears only

Step 3: The Penumbra
refer to your answers

Step 4: Don't Believe Everything You Think
Questions 14 and 15



Breakout: For Discussion with Colleagues

1. What stresses you out? (e.g., deadlines, a person, a type of work)
2. Which shadows are activated? What does this look like?
3. What are the first signs you are stepping into the "shadows?" Circle signs on worksheet.
4. Think about your colleagues, what shadows do you see?

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Sample



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Inverse Relationship: Problem Solving and Blame



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Inverse Relationship: Problem Solving and Blame

Results

Awesome

Acceptable

Mediocre

Unacceptable

Failure

Blame

Results



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Nine Attributes of Actualized Leaders ¹⁵⁰

	THINKING	FEELING	DOING
CONFIDENCE	Objectivity	Courage	Candor
PERFORMANCE	Hyperfocus	Trust	Flow
RENEWAL	Optimal Time Orientation	Acceptance	Solitude

Which Sequence of the Nine Attributes of Actualized Leaders?

Poll 14
Which sequence are you going to work on most? ↓

	THINKING	FEELING	DOING
CONFIDENCE	Objectivity	Courage	Candor
PERFORMANCE	Hyperfocus	Trust	Flow
RENEWAL	Optimal Time Orientation	Acceptance	Solitude

Poll 14: Which of the three Sequences are you going to work on most? (Select One)

1. Confidence
2. Performance
3. Renewal

ACTUALIZED LEADER PEOPLE
Nine Attributes Resource Guide

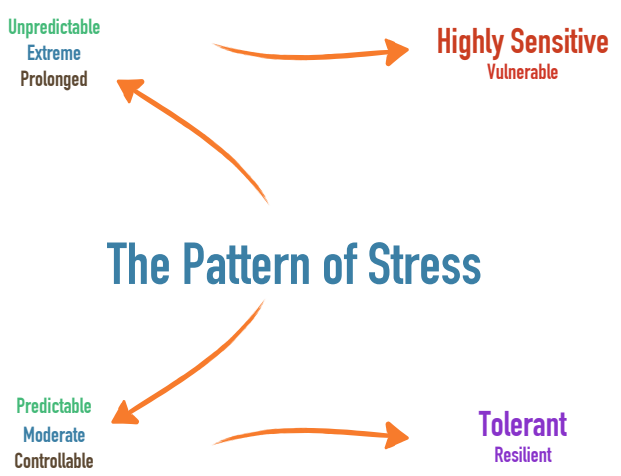
Attribute	Book	Article	Program/Video
Objective Degree to which you are based on facts and not influenced by personal feelings or preferences.	Confronting Reality: Doing What Matters to Get Things Right by: Larry Bossidy & Ram Charan	Level 5 Leadership	How to Face Reality
Hyper focus Degree to which you consistently engage in an intense form of mental concentration.	Hyper focus: The New Science of Attention, Productivity, and Creativity by: Chris Bailey	The Focused Leader	The Focus and Attention Program
Optimal Time Orientation (OTO) (OTO): Degree you have a balanced sense of time and live primarily in the present.	Mindfulness: A practical guide to finding peace in a frantic world by: Danny Penman and J. Mark G. Williams	Practice Mindfulness Throughout Your Work Day	All It Takes is a Moment of Mindfulness
Courage Degree you are willing to do something that frightens you in order to act in accordance with your beliefs.	Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead by: Brené Brown	Have the Courage To Be Direct	The Gift and Power of Emotional Courage
Trust Degree you trust others, yourself, and maintain a confident expectation in a productive and positive outcome.	Trust and Betrayal in the Workplace by: Dennis & Michelle Reina	Want Your Employees to Trust You? Show You Trust Them	The Anatomy of Trust: From Recruit
Acceptance Degree you embrace and acknowledge current yourself - flaws, limitations, the aging process and all.	Radical Acceptance by: Tara Brach	To Recover from Failure, Try Some Self-Compassion	Unconditional Self-Acceptance
Candor Degree to which you are open, honest, frank, and sincere in your communication with others.	Radical Candor by: Kim Scott	A Culture of Candor	Radical Candor
Flow Degree to which you consistently engage in work performance "in the zone" where you are fully engaged.	Flow: The Psychology of Optimal Experience by: Mihaly Csikszentmihalyi	Create a Work Environment That Fosters Flow	The Secret to Flow: Mihaly Csikszentmihalyi
Solitude Degree to which you are comfortable being alone to proactively plan, reflect, and learn.	Lead Yourself First: Inspiring Leadership Through Solitude by: Raymond M. Kethledge	The Surprising Benefits of Solitude	The Art of Alone: Intentional Solitude

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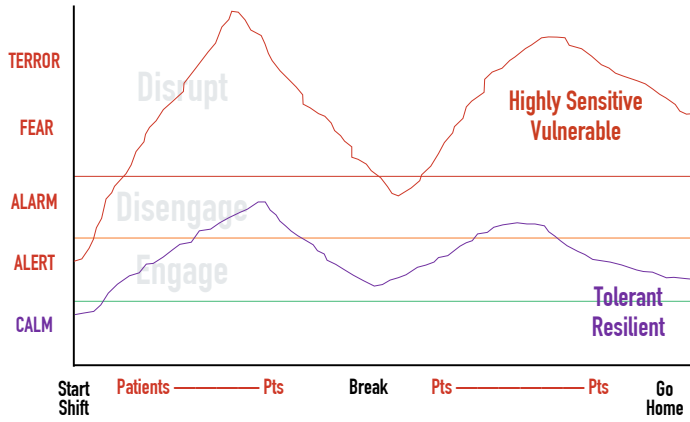
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Cognition	Abstract (Reflective)	Concrete (Routine)	Emotional (Reactive)	Reactive (Reflexive)
Mental State	CALM	ALERT	ALARM	FEAR
Sphere of Concern	Community Clan	Clan Family	Family Self	Self Body Integrity

Perry, B.D. NN COVID Series: 1 - Patterns of Stress determine Risk & Resilience <https://www.youtube.com/watch?v=ovw1n02b6V4> & future=youtu.be

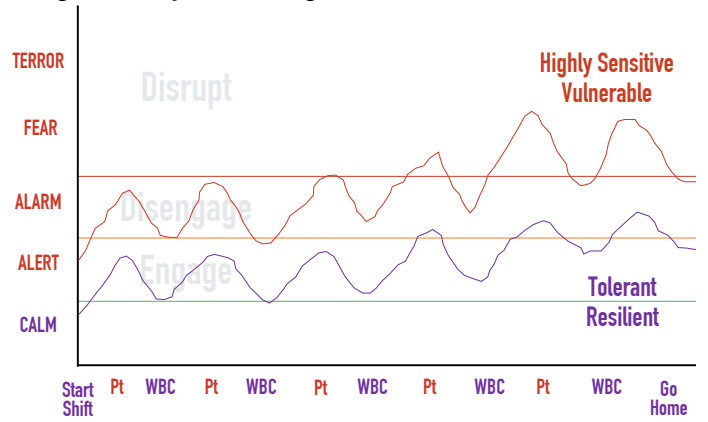


Typical Regulation



Perry, B.D. NN COVID Series: 1 - Patterns of Stress determine Risk & Resilience <https://www.youtube.com/watch?v=srwIn02h6V4&feature=youtu.be>

Regulatory Strategies



Perry, B.D. NN COVID Series: 1 - Patterns of Stress determine Risk & Resilience <https://www.youtube.com/watch?v=srwIn02h6V4&feature=youtu.be>

Solitude

- Planning * Hobbies
- Learning * Exercise
- Digital Disconnect



Poll 16: What has been most valuable to you?



Insights?

Do differently?



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THANK YOU!

For More Information

Please contact Anne Collier at

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202-449-9751

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