7 Principles of
Leaving a Legacy

Facilitator Guide

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How to Use this Guide

This guide is designed to provide the group facilitator or a meeting leader with suggestions for:

✻ Applications of the Program
✻ Introducing the DVD
✻ DVD Pause Points and Discussion Questions
✻ Activity Ideas
Program Application Ideas

The 7 Principles of Leaving a Legacy program is 8 minutes in length. It is appropriate for leaders in corporations, in non-profit organizations, for discussion groups, or any group that is seeking to reflect on their leadership character and legacy.

The program can be used as either a meeting opener or closer, or it can be expanded into an interactive learning session, using the discussion questions and activities in this Facilitator’s Guide.

You can use this DVD as:

[*] An opener for an executive strategy retreat
[*] A motivating message for volunteers working in a non-profit organization
[*] A thought-provoking closing for any leadership workshop
[*] A visual component to a Heart-Centered Leadership workshop or book club discussion
[*] A team-building element of your next leadership staff meeting
[*] A mini-workshop or a ‘lunch and learn” session for leaders in your organization
[*] Any group session that would benefit from reflection on what it means to be a leader
Introducing the DVD

The following script can be used by a meeting leader or facilitator to introduce the DVD to the group.

“Today we will be thinking about what it means to lead ‘from the inside out’. We will be reflecting on our leadership legacy, and on 7 principles of Heart-Centered Leadership, based on the book written by Susan Steinbrecher and Joel Bennett, Ph.D.

The most effective leaders today know that true leadership involves the whole self – mind, body, and spirit. This type of leadership involves:

Seven Principles

(Write the bold-face text bullets shown below on a flip chart if one is available)

- **Know thyself** - Ongoing willingness to look in the mirror and assess one's own strengths as well as one's personal opportunities for growth

- **Don’t judge, don’t assume; instead, come to understand** - Willingness to assume associates have a positive intention and, accordingly, to give them the benefit of the doubt; willingness to explore and engage with others; appreciative inquiry

- **They need what you need** - We are all human with similar physical, mental, and spiritual needs; understanding that we are not separate and not really different from our associates

- **Letting go** - Trusting associates; trusting that things happen for a reason; having faith in the process

- **Know the impact of your words and actions** - Being in tune with and having a healthy respect for the impact a leader can have; being mindful of how words and actions may be interpreted in formal and informal settings

- **Associates have a choice** - they will ultimately decide to go along or not - Recognizing that associates make a choice mentally and emotionally, as well as behaviorally

- **Care for the heart** - Recognizing that one’s whole self must stay healthy to live the principles; includes emotional, spiritual, and physical health; appreciation of how one models health to associates

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**DVD Pause Suggestions for Questions and Discussion**

This DVD is highly effective as a meeting opener or closer without any need for pausing or discussion. The music, quotes, and phrases are designed to lead participants to reflect on their own leadership style and values without a meeting facilitator.

But if you are using this DVD as part of an interactive workshop or group discussion, this section provides suggestions for the facilitator to pause the DVD and pose questions to the group either for introspective thinking time, or for group dialogue.

If you will be acting as the meeting leader or facilitator, take a few minutes before the meeting to view the DVD and to determine the Pause Suggestions and Questions you would like to use with your group.

As the meeting leader, you may decide to use some or all of the Pause Suggestions included in this guide, depending on the time available and the purpose of the group session.

**Pause Suggestion #1**: Stop the DVD on the Carl Gustav Jung quote (:19) to enable the group to read through the quote more than once and to consider the applications in their own lives.

**Suggestions for Pause #1 Questions:**

* In the first part of the quote, the author is telling us that looking inside our own heart for clear direction. How often do we each stop to reflect what is in our heart to clarify our vision and goals? What other means do we use to determine our direction in life?

* What actions can we take to stop regularly and reflect on the direction that is in our heart?

* What does the second part of the quote mean to you? Would anyone like to describe a time in their life when reflecting on the inside awakened and energized them to move into a new direction?

**Pause Suggestion #2**: Stop the DVD on the 7 Principles screen (:27) to enable the group to read and consider each principle listed.

If you already reviewed the overall meaning of each principle as part of the Introduction (see page 4 of this Facilitator’s Guide), a pause at this point may simply provide an additional time for the group to focus again on the 7 Principles, and to let the group know

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that the DVD they are about to view contains thoughts and ideas to help them reflect further on these principles.

Or, at this time you might turn back to page 4 to facilitate a brief discussion on each of the 7 Principles before continuing.

**Pause Suggestion #3:** Pause the DVD when the screen shows the two words alone in large text: Know Thyself. (1:57)

**Suggestions for Pause #3 Questions:** The DVD tells us that there comes a time in our life when we stop and reflect on our values, our direction, and our legacy.

ModelIndex

Would anyone like to share a specific time in their life when something occurred that really cause them to pause and reflect in this way?

 ModeloIndex

The DVD tells us, “The price of greatness is responsibility.” What does this mean for us as leaders?

 ModeloIndex

Why do you think the principle Know Thyself is the first principle of Leaving a Legacy?

**Pause Suggestion #4:** Pause the DVD when the screen shows the two words alone in large text: Know Your Impact. (2:36)

**Suggestions for Pause #4 Questions:**

ModelIndex

What are your thoughts about the suggestion that leaders should be mindful that they can be viewed as through a fishbowl and that their actions can be magnified?

ModelIndex

How can this magnifying aspect of leadership serve as a positive? In what situations could this magnifying characteristic of leadership become a negative?

ModelIndex

Can anyone think of an example of a famous leader who was affected by the magnification of his or her actions?
Pause Suggestion #5: Pause the DVD when the screen shows the words alone in large text: They Need What You Need. (3:54)

Suggestions for Pause #5 Questions: The DVD suggests that effective leaders understand the importance of being vulnerable and recognizing that as leaders, we don’t have all of the answers.

★ But many people have either come to believe (or have been taught to believe) that leaders should be powerful, knowledgeable, and always know what direction to take. Is one of these beliefs more accurate than the other?
★ The DVD tells us that everyone shares common needs to be valued, to accomplish, to serve, and to be told the truth. Are there other common needs you believe we all have that could be added to this list?

Pause Suggestion #6: Pause the DVD when the screen shows the words alone in large text: Others Always Have a Choice. (4:27)

Suggestions for Pause #6 Questions: The DVD emphasizes that others always have a choice to follow you or not.

★ What signs might a leader notice that could indicate that others are not fully committed to following the formal leader of the group? What behaviors will others exhibit when they are fully choosing to follow their leader?
★ Have you ever seen a situation in which others were following someone who was not in a formal leadership position? Why did they follow this person?

Pause Suggestion #7: Pause the DVD when the screen shows the words alone in large text: Don’t Judge or Assume. (5:03)

Suggestions for Pause #7 Questions:

★ What actions can we take when we find ourselves starting to judge or assume the intentions or motivations of others?
★ What does it really mean to “seek to understand” others? How can you tell when someone is truly seeking to understand you?
Pause Suggestion #8: Pause the DVD when the screen shows the two words alone in large text: Letting Go. (5:44)

Suggestions for Pause #8 Questions: This last principle focuses on Letting Go as being an importance aspect of happiness.

* What are the types of things we need to “let go of” in our lives?
* Between all of us here in this group, we have learned our own ways to “let it go” when we are faced with challenging or potentially frustrating situations.

   It may be that you have learned to start singing with the radio when traffic is slow, rather than becoming frustrated. It may be that you count to five in your head before answering your child when you are tired or angry to better choose your response. What are ideas you can share with others here in this room to help everyone “let it go” in situations that are commonly frustrating to all of us?

Pause Suggestion #9: Pause the screen on the final “?” (question mark) (6:48) at the very end.

* We are all aware that eating right and exercising regularly are important ways to take care of our hearts. What are other ways to care for our hearts physically? How can we care for our hearts emotionally and/or spiritually?

To complete the discussion or meeting, the facilitator may simply provide time for participants to reflect on the content of the DVD and how to fill in the question marks are the end of the film.

Or, the facilitator can suggest that participants pair up and discuss “ah hah” moments they had, and what one action they can implement after the meeting to enhance their leadership legacy.

If additional time is available to more group communication and application, use the Activity Ideas located in the following page to bring an interactive closure to the session.
Activity Ideas

This section of the Facilitator’s Guide is designed to provide more extensive activities that can be used to increase understanding and application of the content of the 7 Principles of Leaving a Legacy DVD.

The Principle of “Letting Go”

Activity Length: 5-10 minutes

Materials: Sticky notes, pens, and balloons for each participant

Provide a single sticky note square of paper, a pen, and a balloon to each participant. Ask participants to write at least one thing on the paper that they can “let go” to increase their happiness. After giving participants a minute to write their responses, instruct them to roll up the note and place it inside the balloon.

Then ask participants to blow up their balloons (ask them not to tie the balloon) and hold it over their heads. When all participants are holding their balloon over their heads, instruct everyone to let go of their balloon all at once (on a count of “3” from you). This provides a very quick and fun release for everyone!

The Principle of “They Need What You Need”

Activity Length: 15 minutes

Materials: 2 Flip Charts and Markers

Divide the groups into two teams; ask each team to move together around their flip chart (place the flip charts so each team can not see the other team’s chart). Ask Team #1 to list what they need from their own manager. Ask Team #2 to list what their own teams need from them. After 7-8 minutes of time, ask the teams to return to their original seats. As the facilitator, place the flip charts side by side and lead a discussion with the group, noting similarities and differences.
The Principle of “Care for the Heart”

Activity Length: 10 minutes

Materials: Notepads and pens for each participant

Ask participants to draw a line down the center of their page. At the top of the left-hand side, participants should write the title My Gratitude List. At the top of the right-hand side of the page, participants should write the title My Joy List. Ask participants to silently brainstorm everything they are grateful for, and the things that bring them the most joy in their life.

Provide at least 5 minutes for participants to write their lists. If time permits and it is appropriate for the group, ask them to team up into groups of 2 or 3 and share items on their lists with each other.