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**Working smarter:
How to succeed in an
ever-changing landscape
beyond 2024**

baldry + sanford Growth Hub
3rd September 2024
Facilitated by Clinton Sanford
Face-to-face workshop: Agility

mindsh

The slide features a white background on the left with the Baldry + Sanford logo and a brown background on the right with the workshop title and details. The mindsh logo is at the bottom right.

1

**Work smarter
not harder**

**Focus on being
productive rather
than busy**

**Do less,
achieve more**

**Don't put more
business through an
incapable system**

**Perfect is
the enemy
of good**

**Under promise,
over deliver**



mindsh

The slide has a light blue background with four key principles in bold, dark blue text. The mindsh logo is at the bottom right.

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Agenda

Kick off, new releases and networking	01
Working smarter as leaders: How to improve your agility, efficiency and impact as a leader by building your second brain	02
How change ready are you as a leader for 2025?	03
Coffee break / Networking opportunities	04
Rethinking ambition: Latest emerging trends for attracting and retaining top talent	05
Solve it together: Agile problem-solving roundtables	06
Strategy to action: Your next 90-day plans, wrap-up and key insights.	07
Finish	08

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Growth Hub 2024 Workshops

Four rounds of practical workshops throughout the year providing the latest insights, best practice, contrarian thinking and practical 'how to's' to accelerate the overall performance of you as a leader and your business.

<div style="text-align: center; font-weight: bold; font-size: 1.2em; margin-bottom: 10px;">TRENDS</div> <p style="text-align: center; font-size: 0.8em; margin-bottom: 5px;">Workshop 1 - Done In person 4 hour workshop</p> <p style="text-align: center; font-size: 0.7em; margin-bottom: 10px;">Location – baldry + sanford offices, Orewa</p> <p style="font-size: 0.8em; margin-bottom: 10px;">Discover emerging trends all leaders need to understand for higher performance. Challenge your plans with experienced peers.</p> <p style="font-size: 0.8em; margin-bottom: 5px;">Potential learning topics:</p> <ul style="list-style-type: none"> • Pivot strategies to embrace market and economic shifts • Leveraging new technology • Sustainability trends • Building capacity and capability – new approaches • Productivity / Efficiency • Resetting your plans for 2024 • Problem solving roundtables <p style="font-size: 0.7em; margin-bottom: 5px;">Facilitator Name Clinton Sanford</p>	<div style="text-align: center; font-weight: bold; font-size: 1.2em; margin-bottom: 10px;">LEADERSHIP</div> <p style="text-align: center; font-size: 0.8em; margin-bottom: 5px;">Workshop 2 - Done In person 4 hour workshop</p> <p style="text-align: center; font-size: 0.7em; margin-bottom: 10px;">Location – baldry + sanford offices, Orewa</p> <p style="font-size: 0.8em; margin-bottom: 10px;">Dramatically boost your effectiveness as a leader. Learn new, practical approaches and insights to embrace in your role.</p> <p style="font-size: 0.8em; margin-bottom: 5px;">Potential learning topics:</p> <ul style="list-style-type: none"> • Reimagining leadership • Coaching mastery • Leadership effectiveness • Mindset & resilience • Personal productivity • High performance cultures • Discuss and learn from leadership case studies • Problem solving roundtables <p style="font-size: 0.7em; margin-bottom: 5px;">Facilitator Name Clinton Sanford</p>	<div style="text-align: center; font-weight: bold; font-size: 1.2em; margin-bottom: 10px;">AGILITY</div> <p style="text-align: center; font-size: 0.8em; margin-bottom: 5px;">Workshop 3 - TODAY In person 4 hour workshop</p> <p style="text-align: center; font-size: 0.7em; margin-bottom: 10px;">Location – baldry + sanford offices, Orewa</p> <p style="font-size: 0.8em; margin-bottom: 10px;">Learn new approaches to staying agile when driving change across your organisation. Discover how to get the most from your team.</p> <p style="font-size: 0.8em; margin-bottom: 5px;">Potential learning topics:</p> <ul style="list-style-type: none"> • Team effectiveness • Managing hybrid teams • Change success barriers • Change cadences that work • Attraction & retention strategies • Staying agile & lean • Emerging learning techniques • Performance management • Problem solving roundtables <p style="font-size: 0.7em; margin-bottom: 5px;">Facilitator Name Clinton Sanford</p>	<div style="text-align: center; font-weight: bold; font-size: 1.2em; margin-bottom: 10px;">PERFORMANCE</div> <p style="text-align: center; font-size: 0.8em; margin-bottom: 5px;">Workshop 4 – 3 December In person 4 hour workshop</p> <p style="text-align: center; font-size: 0.7em; margin-bottom: 10px;">Location – baldry + sanford offices, Orewa</p> <p style="font-size: 0.8em; margin-bottom: 10px;">Drive higher performance in the year ahead. Where are your emerging opportunities? What strategies will cut through?</p> <p style="font-size: 0.8em; margin-bottom: 5px;">Potential learning topics:</p> <ul style="list-style-type: none"> • Scaling for success • Emerging opportunities • Strategies for 2025 • Profitable growth • Sales performance • Marketing / branding shifts • Discuss and learn from high performance case studies • Problem solving roundtables <p style="font-size: 0.7em; margin-bottom: 5px;">Facilitator Name Clinton Sanford</p>
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Further professional development available through 20+ courses and 120+ tools on Mindshop Online




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NEW course being released Sep 24



Modules in the online course include:

1. Facilitation and Presentation skills audit
2. Seven learning principles
3. Powerful session design
4. Preparation and pre-work
5. Setup
6. Power starts
7. Energy and Authenticity
8. Tone & Body Language
9. Time Management
10. Engaging the entire room
11. Deliver process

and much more.

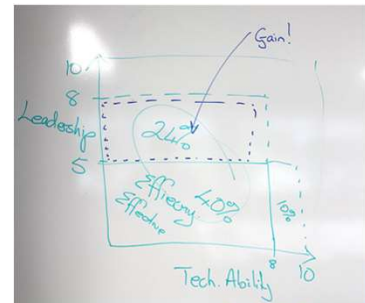
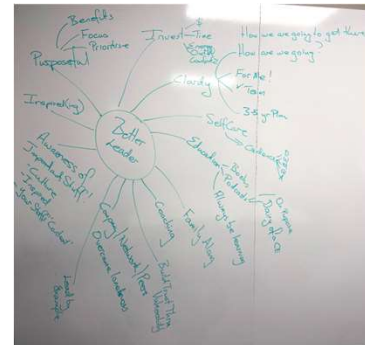
Last workshop actions

To Do List



Reimagining Leadership

- Evolution of leadership
- Discovering your personal brand
- Practical ways to improve around strategy, people, operational cadence and mindset
- Leadership problem solving roundtable




Introduction & updates

Please provide a brief introduction to yourself and outline a key area in your business where you feel you could work smarter as a leader and why?

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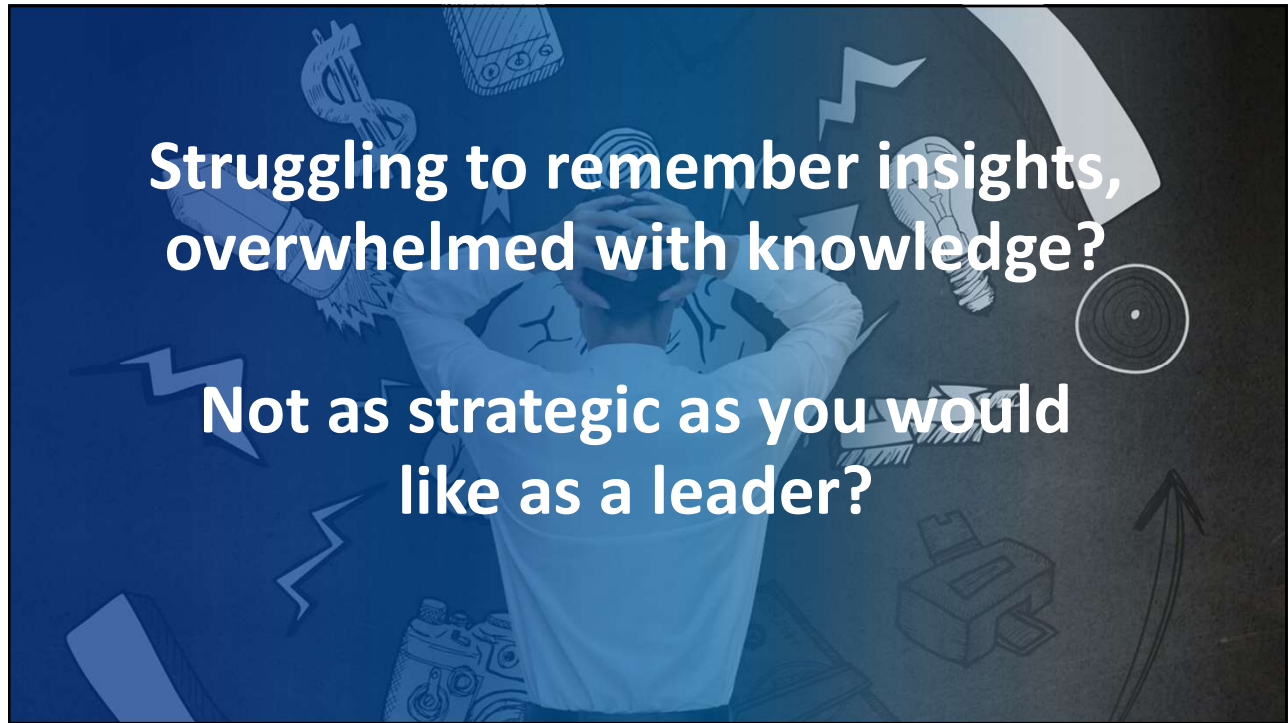


Working smarter as leaders

How to improve your agility, efficiency and impact as a leader by building your second brain

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**“Your mind
is for having ideas, not
holding them”**

*David Allen
Author of Getting Things Done*

**REMEMBER EVERYTHING,
ACHIEVE ANYTHING**

**Building
a Second
Brain**

A Proven Method to Organise
Your Digital Life and Unlock
Your Creative Potential

**TIAGO
FORTE**

**mindsh

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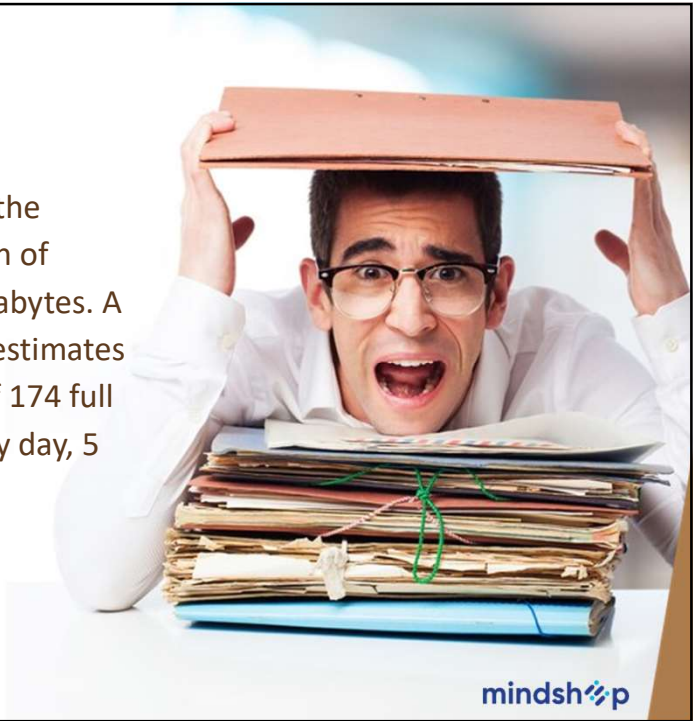
The problem

“According to the New York Times the average person’s daily consumption of information now adds up to 34 gigabytes. A separate study cited by the Times estimates that we consume the equivalent of 174 full newspapers worth of content every day, 5 times higher than in 1986”

Ref: Building a Second brain

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
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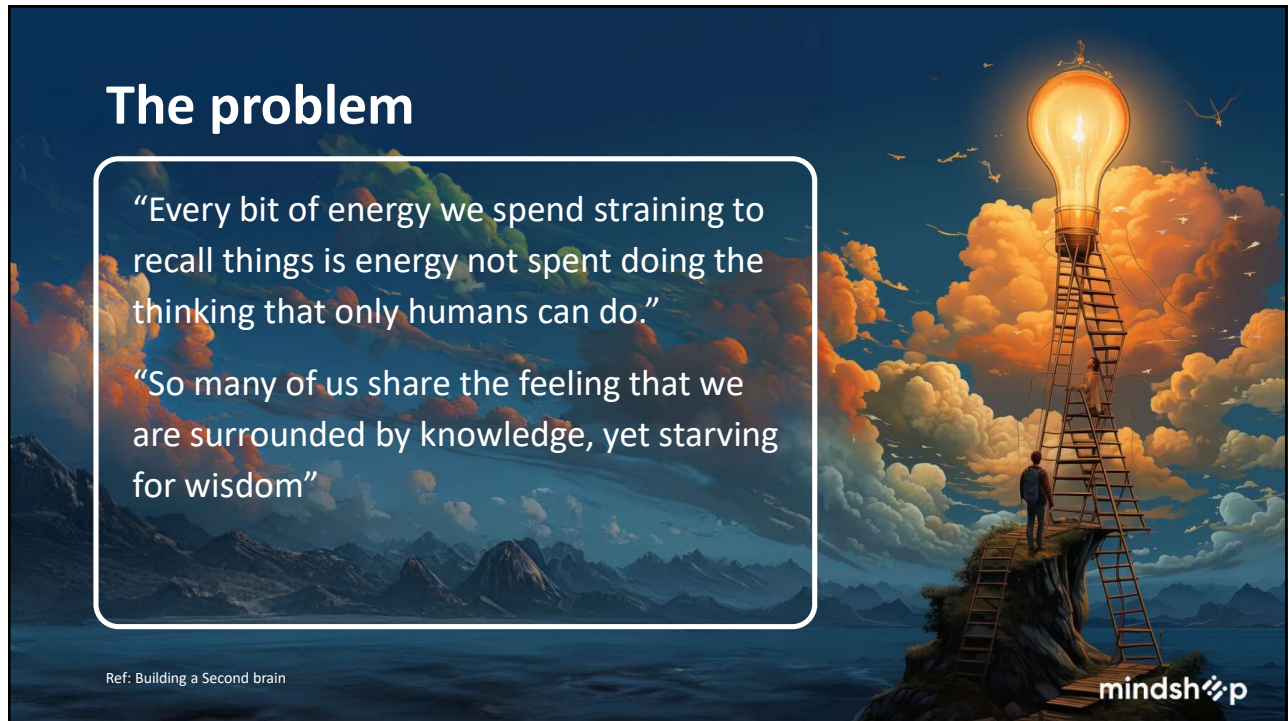
The problem

“Every bit of energy we spend straining to recall things is energy not spent doing the thinking that only humans can do.”

“So many of us share the feeling that we are surrounded by knowledge, yet starving for wisdom”

Ref: Building a Second brain

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The shift

NOW
learning for
learnings sake

WHERE
learning with a
purpose

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The diagram illustrates a conceptual shift. On the left, a blue circle labeled 'NOW' contains the text 'learning for learnings sake'. A blue arrow curves from this circle to a green circle on the right labeled 'WHERE', which contains the text 'learning with a purpose'. To the right of the 'WHERE' circle is a photograph of a man with a beard and blonde hair, wearing a blue suit jacket, holding a book on his head with both hands. The background is white with a brown diagonal stripe on the left side.

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What is a second brain?

Storage area for your insights, knowledge, thoughts, learnings that is easily accessible and can be easily leveraged in your day-to-day roles

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Ref: Building a Second brain

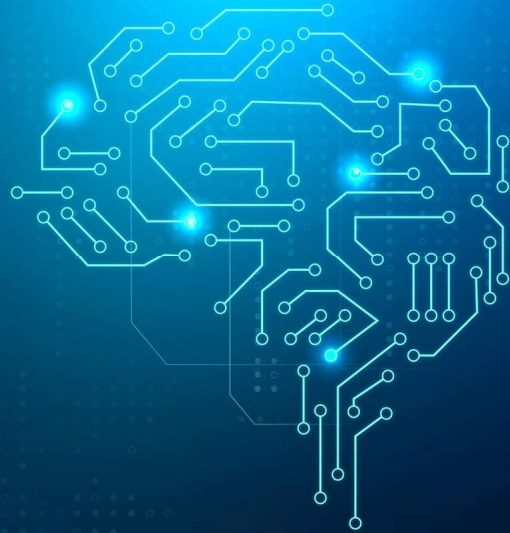
The illustration shows a woman's head in profile against a blue sky with white clouds. From the top of her head, a large, white, brain-like structure of clouds grows. Numerous red umbrellas are scattered across this cloud structure, some appearing to be part of it. The overall aesthetic is clean and modern.

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Superpowers of a second brain

Four benefits of a second brain:

1. Making our ideas concrete
2. Revealing new associations between ideas
3. Incubating our ideas over time
4. Sharpening our unique perspectives



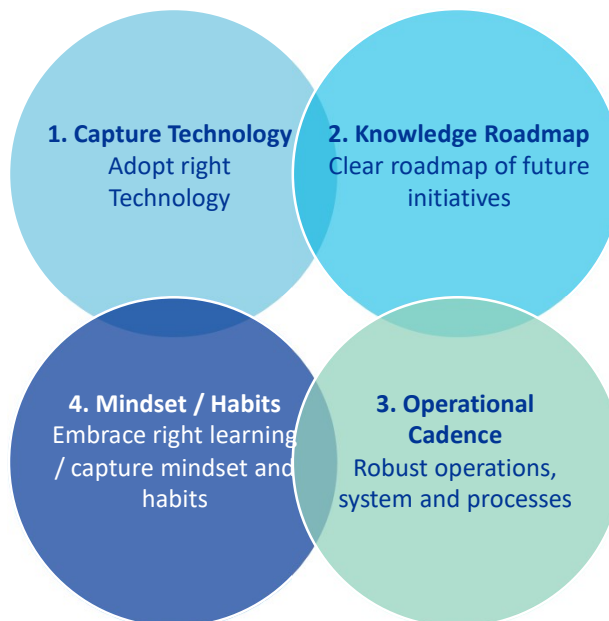
Ref: Building a Second brain

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Four key elements required for success



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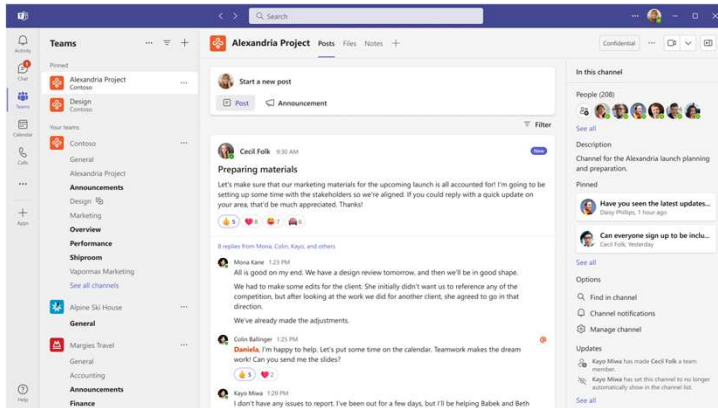
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1. Capture Technology

Microsoft teams with OneNote (or similar)



2. Knowledge Roadmap



- Create your own knowledge ‘buckets’ in Teams (5 examples below)
- Need to learn with purpose. Link learning today to a ‘bucket’
- Be well planned 9-12 months out so you can add to your ‘buckets’

Strategy / Operations	Team	Marketing / Sales	Customers / Innovation	My Leadership
<ul style="list-style-type: none"> • Vision • Strategic plan • Detailed Actions • Operational plans 	<ul style="list-style-type: none"> • Reviews • Daily Huddle notes • Performance plans 	<ul style="list-style-type: none"> • New campaigns • Papers • Alliances • Sales Pipeline 	<ul style="list-style-type: none"> • Customer meetings • Customer success / ideas • Technology Innovations 	<ul style="list-style-type: none"> • Productivity • Leadership skills • Professional Development Courses • Business Performance

3. Operational Cadence



Need to have clearly documented systems and processes with a clear cadence of operations (daily, weekly, monthly, quarterly) to push accountability across all areas

Mindshop Strategy	Type	Frequency	Action	Owner	Who is met	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Strategic Objectives	Annual	Quarterly	Review progress on Strategic Objectives / Priorities / Vision / Strategy / OKRs to ensure each area is on track to achieve its goals	James	Jim, CM, EM												
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Strategic Objectives	Annual	Quarterly	Review progress on Strategic Objectives / Priorities / Vision / Strategy / OKRs to ensure each area is on track to achieve its goals	James	Jim, CM, EM												
Operational Meetings	Weekly	Weekly	James and Regional Manager meeting to review pipeline	James	Jim & BMs												
Operational Meetings	Weekly	Weekly	James and Regional Manager meeting to review pipeline	James	Jim & BMs												



4. Mindset / Habits



“Every time you take a note, ask yourself “how can I make this as useful as possible for my future self?”

Tiago Forte – Author, Building a Second Brain

- Time blocking ensures time allocated to planning in advance for all aspects of your knowledge roadmap
- Learning for a future purpose
- Keep a ‘dozen’ problems in your mind
- Allow time for incubation / intuition to kick in for most creative joining of dots
- Be curious / practical





Habits reduce cognitive load and free up mental capacity, so you can allocate your attention to other tasks... It's only by making the fundamentals of life easier that you can create the mental space needed for free thinking and creativity.

James Clear, author of Atomic Habits



CODE

Now you can embrace CODE to leverage your second brain

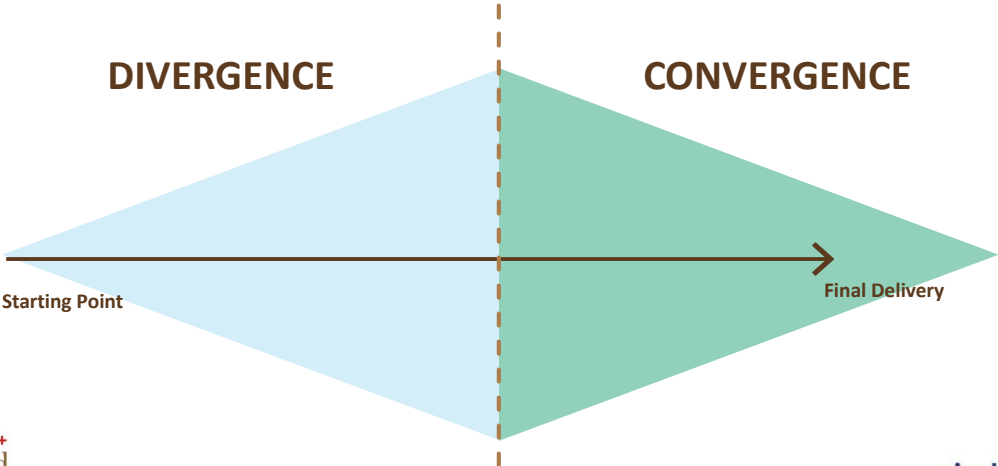
 Capture: Don't capture too much (as that can overwhelm the process), have technology at your fingertips to capture insights where needed in set buckets in your second brain.	 Organise: Ensure you capture ideas to a set knowledge roadmap bucket as ideas / learning comes to mind OR with time boxed development periods well in advance. Organise your ideas but keep them broad in early stages.	 Distill: Closer to when you need to deliver your strategy or initiative close the door to too much fresh thinking, new concepts. Then trust your process as you distill your thinking down to key points and insights	 Express: Bring your project, strategy initiative to life. Apply the knowledge captured with greater creativity, strategic insight and speed.
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Process of creativity

Embrace the process of divergence then convergence for any creative / strategic tasks now leveraging your second brain

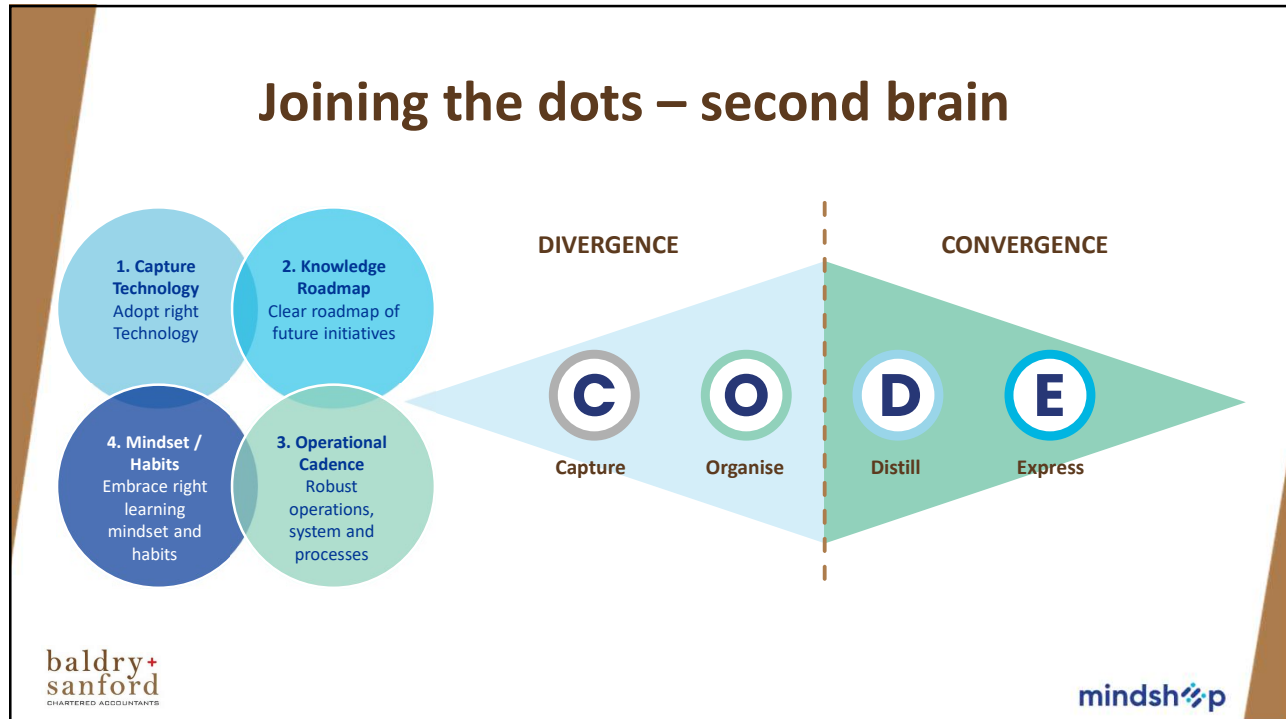


DIVERGENCE | **CONVERGENCE**

Starting Point → Final Delivery

Logos: baldry+ sanford CHARTERED ACCOUNTANTS (bottom left), mindsh+p (bottom right)

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Exercise

Reflect on the four areas of:

1. Capture Technology
2. Knowledge Roadmap
3. Operational Cadence
4. Mindset / Habits

Discuss with person next to you (and note on your handout) your biggest areas with gaps and actions you can take to improve your second brain in that area

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A perfect system you don't use isn't perfect



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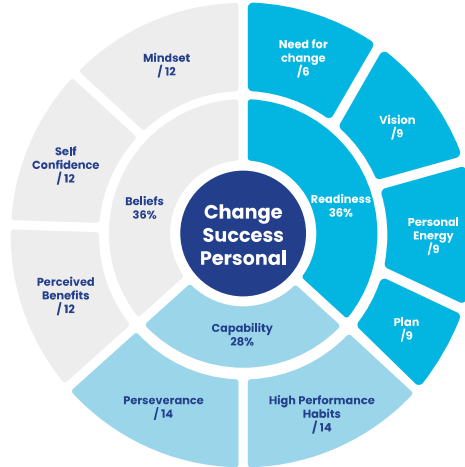
How change ready are you as a leader for 2025

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Personal change success



Ref: Mindshop toolbox

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Group change success results – 75 %

Probability of change success results


9 Change Success Factors

READINESS		Now (Grouped Average)	Max	Gap (Grouped Average)
1	Need for change	7.5	9	1.5
2	Vision	6.75	9	2.25
3	Personal Energy	6.25	9	2.75
4	Plan	4.88	9	4.12
TOTAL		25.38%	36%	10.62%
CAPABILITY		Now (Grouped Average)	Max	Gap (Grouped Average)
5	High Performance Habits	10.11	14	3.89
6	Perseverance	11.67	14	2.33
TOTAL		21.78%	28%	6.22%
BELIEFS		Now (Grouped Average)	Max	Gap (Grouped Average)
7	Perceived Benefits	9.5	12	2.5
8	Self Confidence	8.5	12	3.5
9	Mindset	9.5	12	2.5
TOTAL		27.5%	36%	8.5%


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Exercise

1. Let's now as groups of two or three spend 10 minutes working through how (actions / strategies) you would boost the change potential score for the three key gap areas just raised
2. We shall then gather key ideas from each group around the three key gap areas

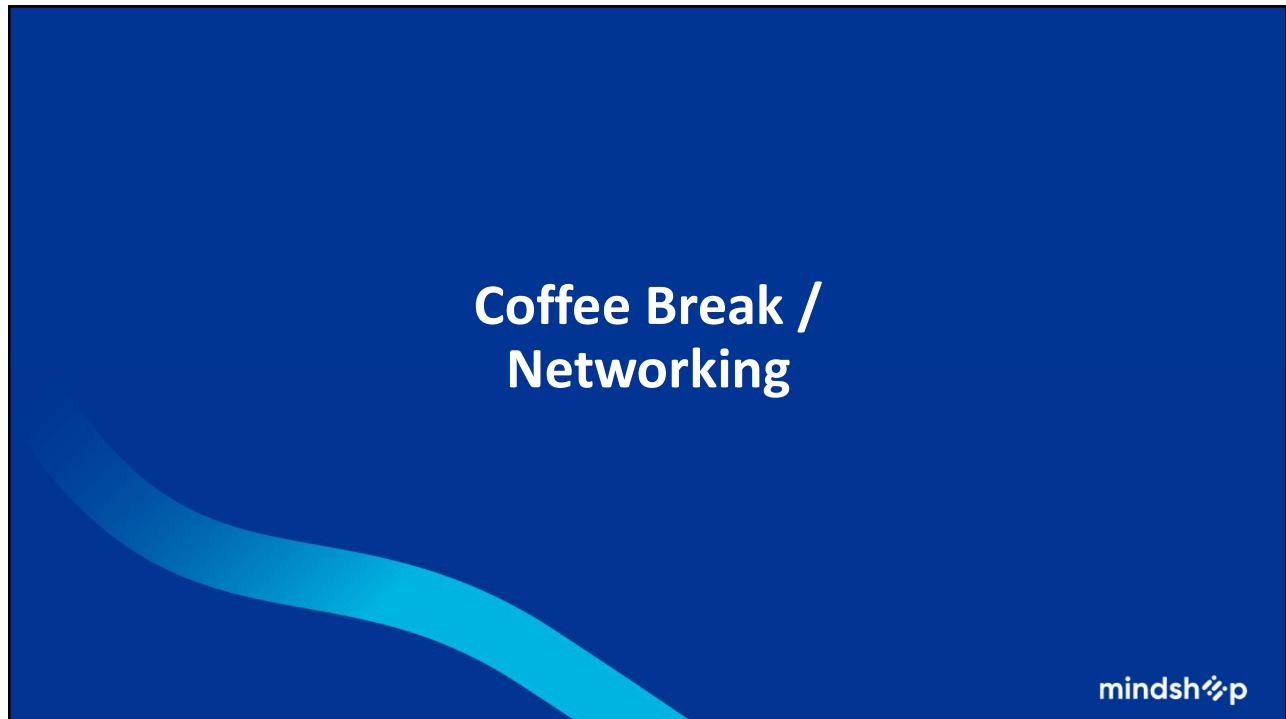



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Coffee Break / Networking



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Rethinking Ambition: Latest emerging trends for Attracting and Retaining Top Talent

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Randstad 2024 survey key findings



27,000 workers and job hunters surveyed in 34 markets in late 2023

Ref: <https://www.randstad.com/workmonitor/>

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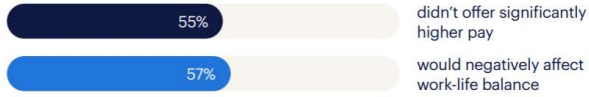
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Ambition & Motivation

work-life balance edges ahead of pay

would not accept a job if it



importance for current and future jobs



- 60% see their personal life as more important than their work life
- 51% are happy to stay in a role they like, even if there's no room for career progression
- 39% do not want career progression and are happy at their current level
- 41% say their desire for progression is sometimes affected by what is happening in their personal life

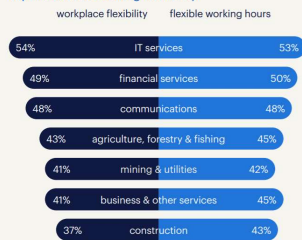
Ref: <https://www.randstad.com/workmonitor/>



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Flexibility

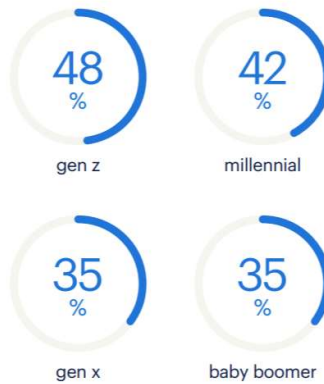
top industries seeking flexibility



workers wouldn't accept a job if it



work from home is non-negotiable



Ref: <https://www.randstad.com/workmonitor/>

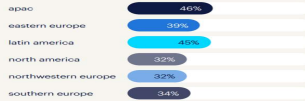


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Equity & Understanding

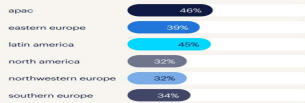
time to reflect?

Significant numbers of colleagues would not accept a job if the business did not align with their social and environmental values. While this does not make up the majority of the workforce, it is a high enough percentage for organizations to take notice if they wish to be an employer of choice.

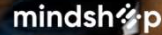


time to reflect?

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Ref: <https://www.randstad.com/workmonitor/>



Artificial Intelligence & Skilling

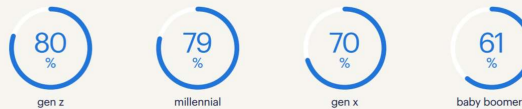
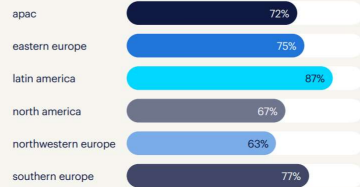
most desired skills.

When asked which L&D opportunities they were most interested in, workers were most likely to place the following options in their top three, highlighting the importance of soft skills in today's workplaces:

- 29% artificial intelligence
- 29% IT and tech literacy
- 23% wellbeing and mindfulness
- 22% communication and presentation skills
- 21% management and leadership skills

development high on the agenda.

Training and development are important to talent in both their current and potential future jobs, though there is some regional and generational variance.



Ref: <https://www.randstad.com/workmonitor/>



Attraction / Retention strategies

Let's discuss:
What could we do differently in 2024 / 2025 to attract and retain the right talent based on these trends from Randstad?



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Solve it together:
Agile problem solving roundtable

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Agile Problem solving roundtable

Let's share 2 key agility (working smarter) challenges participants are having (5 min each)

Groups of 3 will have 30 minutes to develop actions to resolve these two and share back to the group practical suggestions.

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**Strategy to Action:
Your next 90 day plans.**


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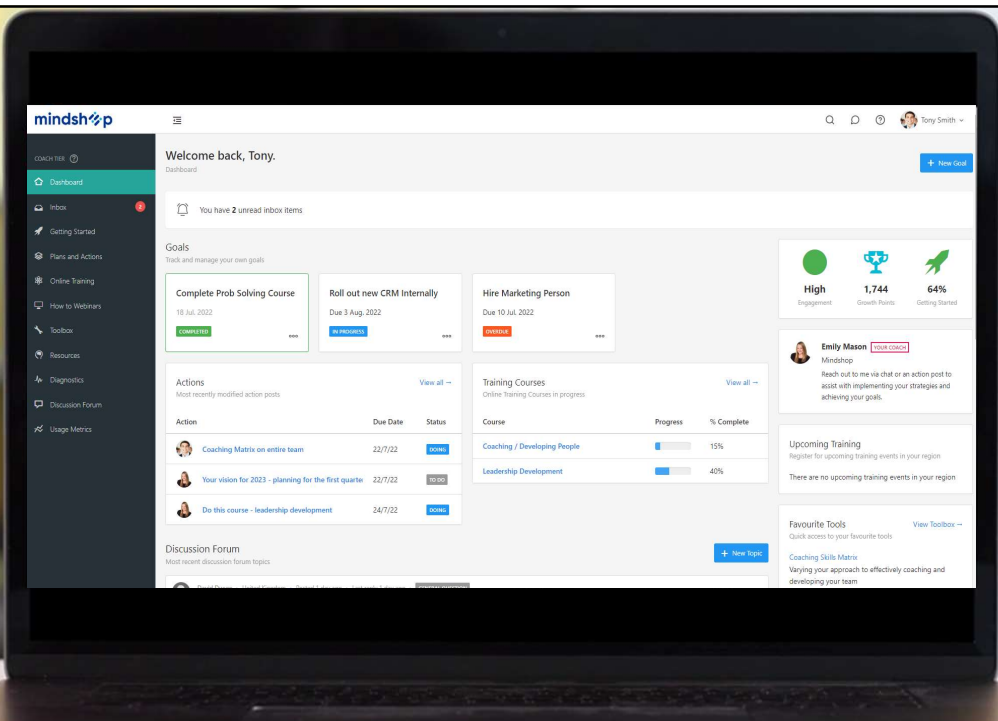
Exercise

Spend time in pairs noting down the key actions from today you will apply back into your business. Discuss together.



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mindshp | Tony Smith

Welcome back, Tony.

You have 2 unread inbox items

Goals

Complete Prob Solving Course 18 Jul 2022 COMPLETED	Roll out new CRM Internally Due 3 Aug 2022 IN PROGRESS	Hire Marketing Person Due 10 Jul 2022 OVERDUE
-----------------------------------------------------------------	---------------------------------------------------------------------	------------------------------------------------------------

Actions

Action	Due Date	Status
Coaching Matrix on entire team	22/7/22	SHOW
Your vision for 2023 - planning for the first quarter	22/7/22	SHOW
Do this course - leadership development	24/7/22	SHOW

Training Courses

Course	Progress	% Complete
Coaching / Developing People	[Progress Bar]	15%
Leadership Development	[Progress Bar]	40%

High Engagement

1,744 Growth Points

64% Getting Started

Emily Mason YOUR COACH

Reach out to me via chat or an action post to assist with implementing your strategies and achieving your goals.

Upcoming Training

Register for upcoming training events in your region

There are no upcoming training events in your region

Favourite Tools

Coaching Skills Matrix

Varying your approach to effectively coaching and developing your team

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Summary from today

- Great networking and sharing today around working smarter in 2024 / 2025!
- Continue to leverage Mindshop courses for your own capability building and your team in 2024 / 2025
- Build your second brain in order to work smarter
- Personal change readiness as a leader. Address your gaps
- Latest attraction and retention trends for your teams.
- Agile problem solving roundtable insights

What was your key take away insight from today?

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Thank you for attending

Good luck with embedding the wealth of leadership insights covered today to accelerate your success beyond 2024.

Next workshop date: 3 December

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