

*Simply Unique*  
COACHING

# New Leader



*Mini Course*

WORKBOOK

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# Hello!



My name is Barika Andrews and I would like to welcome you to Simply Unique Coaching.

I personally know how nerve racking and stressful it is to be a new leader. I have worked in environments that have been unsupportive or that did not have the professional development tools in place to help me in my role as a leader. I have also had the wonderful experience of working in organizations that provided me with mentors and with excellent professional development in leadership.

I now have over 15 years of leadership experience in multiple areas including: retail, corporate, education, nonprofit, and in an international setting. I would like to share with you what I have learned over the years, and the methods that I use to successfully build high performing teams and positive business relationships.

Please keep an eye on your emails for upcoming offers and events that I will host. I consider it a pleasure and an honor to get to share with you what I have learned over the years. I want you to move from stressed to success!

**Sincerely,**

*Barika*

# INSTRUCTIONS

This workbook is meant to accompany the New Leader Mini Course.

Please complete the included preassessment prior to beginning the course.

All fill in the blank exercises should be completed during the lesson, and the worksheet should be completed after you have finished the lesson.

If you have any questions or feedback related to the course, please email me at:  
[barika@simplyuniquecoaching.com](mailto:barika@simplyuniquecoaching.com)



# Preassessment

**Please rate yourself in the following areas:**

Would you define yourself as a leader or a manager? and why?

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On a scale of 1 - 10 how strong are your relationships with your team members?

Not strong Very strong  
1    2    3    4    5    6    7    8    9    10

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On a scale of 1 - 10 how skilled are you at resolving conflict at work?

Not strong Very strong  
1    2    3    4    5    6    7    8    9    10

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On a scale of 1 - 10 how skilled are managing your time at work?

Not strong Very strong  
1    2    3    4    5    6    7    8    9    10

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# Lesson #1

## Foundations of Leadership



- 3 reasons not to manage people:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- What does successful leadership look like?

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### Managing vs Leading

- When we manage we are focused on \_\_\_\_\_ or \_\_\_\_\_
- When we lead we are focused on \_\_\_\_\_ and helping them to \_\_\_\_\_
- We should not \_\_\_\_\_ we should \_\_\_\_\_.
- Leaders seek to \_\_\_\_\_ their team members to take \_\_\_\_\_.



# Lesson 1 worksheet

## Managing vs. Leading



Q

How would you define leading in your own words?

A

Q

What is the main difference between managing others and leading others?

A

Q

Are all of your team members following you? If not based on this lesson, what may you want to do differently in the future?

A

# Lesson 1 worksheet

## Managing vs. Leading



Q

Why is it dangerous to lead from ego?

A

Q

What is one practical thing you can do to ensure that you are leading out of humility vs. ego?

A

Q

Are all of your team members following you? If not based on this lesson, what may you want to do differently in the future?

A

