

The Business Leader's Handbook Series

Business Success

Volume 1: From Idea to Business

KNOWLEDGE
Business Model and Business Plan
Leadership Model
Basic Knowledge

SKILLS
Thinking:
CEO – COO Thinking
Acting:
Player, Coach, Player-Coach
Doing:
Results – Standards

TOOLS
1. The 22 Questions

Volume 2: Building the Business

KNOWLEDGE
Organizational Leverage
Governance
Managing Inside and Outside the Business

SKILLS
Thinking:
CEO – COO Thinking
IQ – EQ
Acting:
Player, Coach, Player-Coach
Leading by Example
Doing:
Results – Standards
People – Cash

TOOLS
2. Business Equations
3. Business Engine
4. Business Dimensions

Volume 3: Leading Growth

KNOWLEDGE
Pivotal Event
Decisions and Balance
Workflows and Structures

SKILLS
Thinking:
CEO – COO Thinking
IQ – EQ
Responsibility – Resilience
Acting:
Player, Coach, Player-Coach
Leading by Example
Challenge – Conflict – Change
Doing:
Results – Standards
People – Cash
Privately-Owned Company Responsibilities

TOOLS
5. Weekly Meeting
6. Monthly Performance Review
7. Summary Issues & Key Actions
8. Advisors/Board of Directors Meeting
9. Management Workflow for a Small Business

Volume 4: Creating Marketplace Value

KNOWLEDGE
Marketplace Value
Vision
Strategy

SKILLS
Thinking:
CEO – COO Thinking
IQ – EQ
Responsibility – Resilience
Identity – Continuity
Acting:
Player, Coach, Player-Coach
Leading by Example
Challenge – Conflict – Change
Power – Influence – Brand
Doing:
Results – Standards
People – Cash
Privately-Owned Company Responsibilities
Publicly-Owned Company Responsibilities

TOOLS
10. Business Matrix
11. Board of Directors Meeting
12. Management Workflow for a Large or Complex Business