POIS COORDINATORS

Who:

You! Congratulations on filling this role as the POIS Coordinator which is essential in moving individuals forward. The greater your modeling and visible use of the tools, the greater the transformation of your POIS team members. This isn't about *perfectly* using the tools but *using* the tools and *sharing* what you are learning as a result.

What:

- Your mission is to handle the essential logistics of the meetings, model the tools and concepts, keep the team informed, lead the first meeting, help develop and record the team's and the individual's key progress, and be a strong model of effective best ever leadership.
- You'll find your POIS Meeting Agendas, the POIS Audios, POIS Meeting Openers and Closers, and other resources on the Learning Portal.

- Make sure your POIS Team meetings are ***fun***.
- Ensure meetings are ***rigorous*** – participants are growing as leaders.
- Ensure that by participating, everyone ***gains significant leverage*** for the rest of his/her week.

When:

- On a weekly basis, meet for 45 minutes to one hour and share results, gain more mastery with the tools and listen to the POIS Audio for the week.
- Your first POIS meeting should take place as soon as possible after your Pathways to Leadership® Launch session, preferably the following week.

Where:

- Teams that are physically located in the same location often choose to meet in private conference rooms or even at a quiet off-site location to support their focus and create a venue for a rich experience.
- For teams that aren't able to meet in-person, teams have found video conferencing an effective alternative to conference calls. If your organization does not have video conferencing capability, consider a free option such as Skype, Oovoo or Google Hangouts. (Hot tip! Before your first meeting, test the technology ahead of time.)

How – The Task of Running the Meeting:

- Share responsibility of leading meetings by rotate meeting leaders each week. You lead the first meeting.
- Begin and end on time. This honors the participants and makes them come back for more.
- Honor the Methods of Operation you co-created during your Pathways Launch. As needed, use the Verus Global® tools, such as the High Performance Strategy or Recipe for Partnership, to revise and refine these methods to support your unique and evolving team culture and needs.
- Ask for a volunteer, or it is ideal to have the person responsible for leading the *next* meeting record the meeting highlights and results shared at *this* meeting. This person sends the examples of results and highlights to the Win Wizard. This documentation provides a valuable resource for POIS teams, fueling momentum and even more Best Ever results.
- Weekly, each POIS Coordinator assists the team with identifying a team member who will document their experience and result of using the tools. This result should include: A) the situation or issue; B) the Verus Global® tool they applied; C) the result or outcome, including what it saved the company in dollars, morale, etc. This team member sends this to the Win Wizard for distribution to your Pathways Team.
- At the first POIS meeting set clear guidelines, and have a tight agenda that includes a Meeting Opener and Closer – use these meetings to practice running a best ever meeting. The meeting must leverage their time, making the week more productive. Fun, food and bonding are important elements to success.

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How – Leading your POIS Team during and beyond your meetings:

- It will be important that the weekly POIS meetings remain focused on integrating the Verus Global® tools and concepts. Each agenda has a tool of the week. (If the meeting becomes 'business as usual' it will most likely lose its impact and interest may wane.)
- The tone of the meetings is one of fun, celebration, safe and honest sharing and mutual commitment to giving/receiving value. You may want to challenge them to come into the meeting prepared to make it the Best Ever meeting.
- Position your POIS meetings as the number one priority and expect 100% attendance and participation.
- No need to be the 'sage on the stage.' Create leaders around you.
- Everyone should know what's expected of them in these meetings. For example, ask where team members will be using the tools this week, and then ask them to share their results the following week.
- Your POIS Team will model your behavior - the best way to serve them is for them to see your journey to living and leading your best ever through mastery of the tools, your commitment, and your enthusiasm.

One-on-one mentoring and coaching of your team members is key.

- On a regular basis, using the High Performance Strategy, go to each member privately and inform him or her how important they are to you and the group.
- Coaching the Meeting Leader: Each POIS meeting will have a different Meeting Leader. Mentor each Meeting Leader before their meeting. Some Forward Focus Questions you can ask may include:
  - What is your ideal vision for our meetings?
  - What has worked well for you in our POIS meeting process?
  - What is the reason the POIS meetings are important to you?
  - What are your ideas to make our meetings even better?

The Difference You Make:

Quite honestly, success in this role takes someone with courage and commitment. It takes a person who is willing and able to practice many of the tools we're discovering together. Without a doubt, every POIS Coordinator uses their position to not only serve their team, but also to grow their own leadership skills. You'll get a chance to use the Verus Global® tools through this process! Here's your challenge:

- Your ability to live your *Best Ever* – and have fun – are perhaps the most important ingredients to a successful POIS Coordinator experience.
- How important will it be to honor the *3 Conditions that Accelerate Change* as you move through the weeks ahead?
- How will you employ the *10:90 Ratio*?
- What types of *Forward Focused Questions* will you ask that tap into their ideas and motivations?
- How will you use the *3 S's of Feedback* to acknowledge their participation?
- How will seeing your teammates progress – and yours – in *Degrees of Strength* be critical to your success? EVERY success is an important one – both big and small.
- How will you use the *High Performance Strategy* and *Co-Discover* element to lead and co-create a consistent best ever experience with your POIS Team?

Our vision for you is that due to your effective and brilliant work as a POIS Coordinator, this process has been an important life-enhancing vehicle. That through this work, you've been able to refine your personal performance even more, have built greater results that showcase your own career, and serve your family. And that you have been the best ever you and reaped the benefits of showing up all-in early and everyday inspired.

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