LEADERSHIP MODELS

Frameworks that define how leaders inspire, influence, and drive results.

- Ramesh Ranjan

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INTRODUCTION

In a fast-paced, ever-evolving workplace, effective leadership requires a balance of vision, communication, adaptability, and emotional intelligence. "A Leadership Book in One Page" is a powerful visual summary that distills decades of leadership research and real-world best practices into a concise, accessible format. It offers leaders at all levels practical tools to inspire teams, drive performance, and navigate challenges with clarity and confidence. Whether you're a startup founder, seasoned executive, or aspiring manager, this one-pager delivers essential frameworks and actionable insights to strengthen your leadership journey.
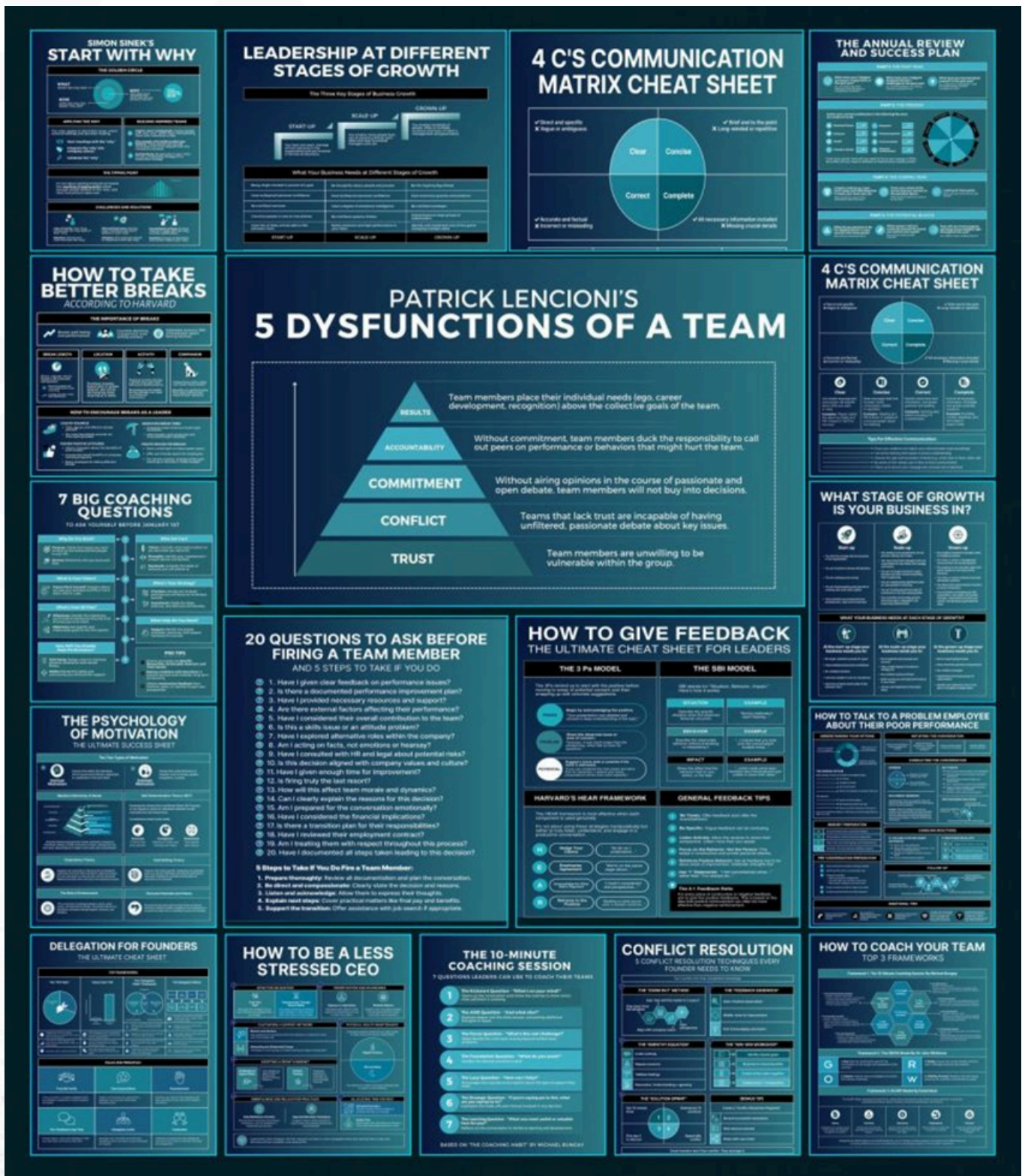
Lets dive deep into this

LIST OF LEADERSHIP MODELS AND FRAMEWORKS FEATURED:

- Simon Sinek's Golden Circle – Start with WHY.

- 4 C's Communication Matrix (Clear, Concise, Correct, Complete),

- 45 Communication Matrix Cheat Sheet.

- The 5 Ps Model – Positive, Performance, Potential.

- SBI Model – Situation, Behavior, Impact.

- Harvard's HEAR Feedback Model – Hear, Empathize, Acknowledge, Respond.

- The Annual Review & Success Plan Model – Reflect, Set Goals, Track Metrics, Quarterly Review.

- Lencioni's 5 Dysfunctions of a Team – Trust, Conflict, Commitment, Accountability, Results.

- 8 Ps Framework for Terminating a Team Member.

- The 5 Coaching Questions Model – (Michael Bungay Stanier's style).

- GROW Model – Goal, Reality, Options, Will.

- OSKAR Model – Outcome, Scaling, Know-How, Affirm/Action, Review.

- CLEAR Coaching Model – Contract, Listen, Explore, Action, Review.

- Conflict Resolution Framework – Root Cause, Active Listening, Win-Win Focus

- CEO Self-Management Framework – Time Audit, Delegation, Energy Protection, Meditation

1. SIMON SINEK'S START WITH WHY

- **The Golden Circle:**

    - **WHY** – This is the purpose, cause, or belief that inspires you to do what you do.

    - **HOW** – The process by which you do what you do.

    - **WHAT** – The result of your actions; what you do.

"People don't buy what you do, they buy why you do it."

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2. LEADERSHIP AT DIFFERENT STAGES OF GROWTH

- **Start-Up Stage:** Vision, Innovation, Adaptability.

- **Scale-Up Stage:** Systems, Processes, Delegation.

- **Maturity Stage:** Culture, Strategy, Sustainability.

Stage	Leadership Focus
Start-Up	Founder-led, fast, reactive
Scale-Up	Leadership team, scalable processes
Maturity	Strategic, long-term planning

3. 4 C's COMMUNICATION MATRIX CHEAT SHEET

Every piece of communication should be:

- **Clear –** Easy to understand.
- **Concise –** Brief and to the point
- **Correct –** Factually accurate.
- **Complete –** Contains all necessary info.

Matrix Model:

- Communicate in a way that is Clear, Correct, Concise, and Complete

| Clear | Concise | Correct | Complete |

4. THE ANNUAL REVIEW AND SUCCESS PLAN

- **Yearly Review Framework:**
  - **Reflect on:**
    - Biggest wins
    - Toughest challenges
    - Key learnings
  - **Set SMART Goals:**
    - Personal
    - Professional
  - **Measure and Track:**
    - Health
    - Relationships
    - Wealth
    - Growth

5. WHAT STAGE OF GROWTH IS YOUR BUSINESS IN?

- **Idea –** Exploring and validating.
- **Product-Market Fit –** Gaining traction.
- **Scale –** Systems and team growth.
- **Stabilize –** Efficiency and resilience.
- **Innovate –** Continuous transformation.

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6. PATRICK LENCIONI'S 5 DYSFUNCTIONS OF A TEAM

- **Pyramid Model (Bottom to Top):**

1.TRUST

- Dysfunction: Absence of trust.
- Description: Team members are unwilling to be vulnerable within the group.
- Impact: No openness, fear of being wrong or asking for help.

2.CONFLICT

- Dysfunction: Fear of conflict.
- Description: Teams that lack trust are incapable of engaging in unfiltered, passionate debate about key issues.
- Impact: No openness, fear of being wrong or asking for help.

3.COMMITMENT

- Dysfunction: Lack of commitment.
- Description: Without airing opinions in conflict, team members rarely buy into decisions.
- Impact: Ambiguity, missed opportunities.

4.ACCOUNTABILITY

- Dysfunction: Avoidance of accountability.
- Description: Without commitment, team members duck responsibility to call out peers or underperformance.
- Impact: Low standards, poor execution.

5.RESULTS

- Dysfunction: Inattention to results.
- Description: Team members place individual needs (ego, recognition, career development) over the collective goals of the team.
- Impact: Failure to grow or succeed.

7. HOW TO GIVE FEEDBACK (THE ULTIMATE CHEAT SHEET FOR LEADERS)

- **The 3 P's Model**

  - **Positive:** Recognize wins and strengths.

  - **Performance:** Address specific behavior and results.

  - **Potential:** Focus on growth and future improvement.

- **The SBI Model**

  - **Situation:** When and where it happened.

  - **Behavior:** What the person did.

  - **Impact:** The result of the behavior.

 Example:
 "In yesterday's meeting (Situation), when you interrupted Sarah (Behavior), it made her feel disrespected (Impact).**"**

- **Harvard's HEAR Feedback Framework**

  - **H**ear: Invite the other person to share.

  - **E**mpathize: Understand their perspective.

  - **A**cknowledge: Recognize both views.

  - **R**espond: Share your view with clarity.

- **General Feedback Tips**

  - Be timely and regular.

  - Use specific examples.

  - Focus on behavior, not personality.

  - Follow up with support.

  - Don't "sandwich" — be honest.

8. 20 QUESTIONS TO ASK BEFORE FIRING A TEAM MEMBER & 5 STEPS TO TAKE IF YOU DO

- **Self-Assessment Questions:**

    - Have I done my part to coach and support this person?

    - Is this a skill or will issue?

    - Have I provided clear expectations?

    - Have I offered feedback early and consistently?

    - Does the team agree on the performance issue?

    - Have I explored all role-fit options?

    - Is this a values or culture mismatch?

    - Would I rehire this person?

(20 such questions in total...)

- **5 Steps to Take If You Fire:**

    - Document the reasons and conversations.

    - Treat the person with dignity and fairness.

    - Offer clarity and closure to the team.

    - Handle logistics smoothly.

    - Reflect on how to avoid similar issues.

9. HOW TO TALK TO A PROBLEM EMPLOYEE ABOUT THEIR POOR PERFORMANCE

- **Key Tips:**

    - Set clear expectations early.

    - Use facts and examples, not labels.

    - Share the impact of the issue.

    - Let the employee speak — listen!

    - Align on next steps and support plan.

    - Document the conversation.

10. 7 BIG COACHING QUESTIONS

Use these to guide coaching conversations and empower your team:

1. **What's on your mind?**

   Opens the conversation.

2. **And what else?**

   Digs deeper.

3. **What's the real challenge here for you?**

   Gets to the core.

4. **What do you want?**

   Identifies their goal.

5. **How can I help?**

   Clarifies your role.

6. **If you're saying yes to this, what are you saying no to?**

   Encourages prioritization.

7. **What was most useful to you?**

   Reinforces insights and learning.

11. THE PSYCHOLOGY OF MOTIVATION (THE ULTIMATE SUCCESS SHEET)

- **Key Motivators:**
  - **Autonomy:** Freedom to make decisions
  - **Mastery:** A drive to improve skills
  - **Purpose:** Feeling connected to a mission
- **Intrinsic vs. Extrinsic Motivation:**
  - **Intrinsic:** Driven by meaning and personal satisfaction
  - **Extrinsic:** Driven by rewards or fear of punishment
- **Boost Motivation By:**
  - Recognizing progress
  - Celebrating wins
  - Offering meaningful work

12. DELIGATION FOR FOUNDERS (THE ULTIMATE CHEAT SHEET)

Why Founders Struggle to Delegate:

- Perfectionism
- Trust issues
- Lack of systems

Framework: 5 Levels of Delegation

- Tell me what to do
- Research and report back
- Research, recommend, and get approval
- Make decision, inform me after
- Own it completely

Tips:

- Start with low-risk tasks
- Use documentation and SOPs
- Empower with accountability

13. HOW TO BE A LESS STRESSED CEO

- **Reduce Stress By:**
  - **Time Blocking:** Allocate focused time slots
  - **Saying No:** Protect your bandwidth
  - **Delegating:** Focus on high-leverage work
  - **Meditation & Sleep:** Essential recovery
  - **Support System:** Have a coach, peer group, or therapist

- **Prioritize:**
  - Energy > Time
  - Recovery > Hustle
  - Clarity > Busyness

14. THE 10-MINUTE COACHING SESSION

Use this quick framework:

- What's the challenge right now?

- What have you tried so far?

- What's working? What's not?

- What options do you see?

- What will you do next?

- How can I support you?

Ideal for one-on-ones, standups, and quick check-ins

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15. CONFLICT RESOLUTION

- **Steps to Resolve Conflict Effectively:**

  - **Pause** and don't react emotionally

  - **Listen actively** to all sides

  - **Clarify** misunderstandings and assumptions

  - **Focus on interests**, not positions

  - **Collaborate** toward a win-win solution

  - **Agree on action** steps and follow up

- **Common Pitfalls:**

  - Avoiding the conflict

  - Taking sides too early

  - Focusing on personalities, not behaviors

16. HOW TO COACH YOUR TEAM (TOP 3 FRAMEWORKS)

GROW Model

- **G**oal: What do you want to achieve?

- **R**eality: What's happening now?

- **O**ptions: What could you do?

- **W**ill: What will you do?

OSKAR Model

- **O**utcome: What's the desired result?

- **S**caling: Rate where you are now (1–10)

- **K**now-how: What's working?

- **A**ffirm & Action: What strengths can you build on?

- **R**eview: What progress have you made?

CLEAR Model

- **C**ontract: Agree on the purpose of coaching

- **L**isten: Deeply and reflectively

- **E**xplore: Discover beliefs, assumptions, blocks

- **A**ction: Decide on steps to move forward

- **R**eview: Reflect on progress and lessons

CONCLUSION:

Leadership is not defined by authority, but by influence, clarity of purpose, and the ability to elevate others. The frameworks and models outlined in this one-page guide are more than just tools—they are mindsets that help leaders navigate complexity with wisdom and intention. Whether you're giving feedback, managing conflict, coaching your team, or reflecting on your own journey, these models serve as a compass to lead with empathy, integrity, and strategic foresight.

As leadership challenges evolve, so must we—as learners, listeners, and catalysts for change. Let this guide be your pocket playbook to build trust, unlock potential, and lead with purpose, every step of the way.

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Ramesh Ranjan is a distinguished leader with over 40 years of expertise in HR. As the Co-Founder & CEO of the award-winning Global HR Community (GHRC), recognized with the India 5000 MSME Award, they have made significant contributions to the field. Honored as one of Silicon India's Top 10 Leadership Coaches for 2023, [Your Name] mentors startups through IIT Bombay's Eureka! program and is among the MG 25 India Coaches selected by Dr. Marshall Goldsmith.

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