



MEZZANA
partners



High Performing Teams

MODULE ONE



AZTEC
ACADEMY



MODULE ONE

Participant Workbook

Module Overview

Session 1 Warm Up

Session 2 Understanding High Performance

Session 3 Performance Mindset

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Break

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Session 4 Managing Your Energy and Support Network

Session 5 Learning and Behaviours

Session 6 Performance Plan and Habit Builder

Session 7 Preparing for Your ALG and Warm Down

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Session 1: Warm Up

Elite sports performers – whether individuals or teams - always warm up before they train or compete. They tune into themselves as individuals, with each other, and with their game plan for the coming match. They have clear shared expectations about how they will work together and know what they need to achieve.

The stages are:

- > Deal with distractions and focus on being here and now
- > Tune into your environment
- > Connect with each other
- > Share expectations about how to work together
- > Agree task outcomes
- > Game plan to achieve goals

Reflection and Application

How do you warm up each day?

How well does this prepare you to be at your best?

What could you experiment with to improve your personal warm up?

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Session 2: Understanding High Performance

As a leader, each and every day you step on to the stage to perform - just like the athletes, musicians and artists we talked about during the warm up. So, your personal performance counts every day. High performance won't happen by accident; it takes focus and commitment to be your best.

What aspect of high performance have you been working on since the launch? What have you learnt?

High Performance is being:

- > Connected with your purpose, Aztec and the 5YP
- > Clear about the outcomes, deliverables, the plan and what good looks like
- > Confident in your ability to deliver and perform

Performance Processes are your:

- > Mindset
- > Energy
- > Behaviours
- > Support network
- > Learning

Performance Self-Assessment

	Current Readiness (1–5)	Desired Readiness (1–5)	Notes
Connectedness			
Clarity			
Confidence			
Mindset			
Energy			
Behaviours			
Support Network			
Learning			

How ready are you to perform as an Aztec leader?

Where do you feel strong right now and where do you need to learn and develop?

How do these development areas relate to the objectives in your learning agreement?

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Mindset is a key element of your performance process. How you think influences how you behave. As a leader you can make a conscious choice about HOW you respond to challenges, taking personal responsibility for your attitude and behaviour. We refer to this as 'staying above the line.' When you take this attitude, you focus on the factors within your influence and control, you seek to take constructive action, and you seek to learn.

..... Exercise

Write down a list of at least 5 things that annoy you, don't work very well, or are inconveniences in relation to your role as an Aztec leader. After each one, complete the sentence "the business should..." or "they should.." to identify the solution that would fix this problem.

Notice how you feel as you complete this exercise.

[illegible]

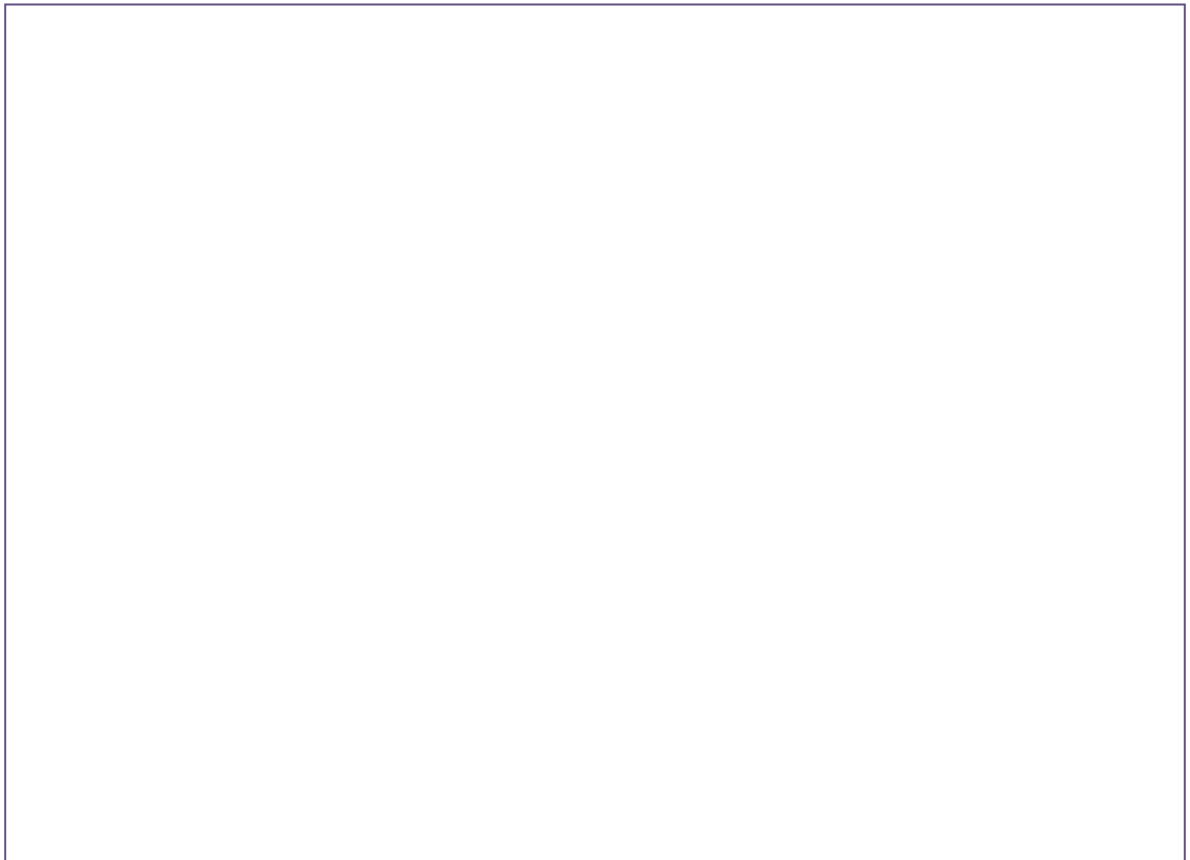
Above or Below the Line?

Here's a link to a video that explains the skill:

[View video >](#)

Conclusion

How will more consistently taking personal responsibility help you as a high-performance leader?



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Session 4: Managing Your Energy and Support Network

As a leader, your mindset, physical energy and mood sets the tone for your whole team. If you're stressed, angry, worried, or tired, your team will subconsciously pick up on your mood and replicate it. So, 'put own oxygen mask on first' and look after your own wellbeing. This will serve you, and your team, far better than chronic self-sacrifice.

Who do you rely on for support? How are you nurturing your network? Do you need to expand or strengthen your support network?

What are 3 things you can do to maximise your own energy and wellbeing as a leader?

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Session 5: Learning and Behaviours

High performers are constantly striving to improve and learn. It's not just 10,000 hours of practice of practice, it's 10,000 hours of deliberate practice that leads to excellence. The behaviours that make this possible are:

- > Setting daily intentions
- > Self-awareness
- > Seeking out feedback
- > Reflecting and learning
- > Re-setting intentions

This simple learning cycle is made even more powerful through double loop learning; asking not just whether you achieved your goal, but also what have you learned ABOUT the goal and whether your goal itself needs to be revised.

Performance Plan Daily Questions

Prepare

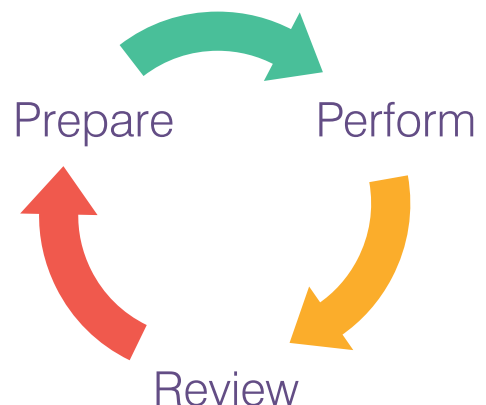
What do I need to focus on today?
Why does this matter?
What mindset do I need?
How am I going to manage my energy today?
What support will I need?

Perform

When and how will I check in with myself to assess that my mindset and behaviours are aligned with my intent?

Review

Did I achieve what I set out to focus on today?
What have I learned along the way?
How does this learning influence what I need to focus on tomorrow?



..... Exercise

With a partner, discuss and agree how you will adapt your performance routine **TOMORROW** morning.



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Session 6: Performance Plan and Habit Builder

The most productive way to develop a new behaviour is to turn it into a habit. Even a small, regular 1% change makes a difference – like the compounding of interest rates.

Reflect on your experience of using the Habit Builder following the launch event:

- > What did you learn about the process?
- > What worked well?
- > How often did you check in?
- > How often did you add journal comments?
- > Did you have a buddy?

Choosing Your New Habit

Look back at your notes and conclusions from each of the sessions. Which new behaviour or change of mindset will make the biggest difference for your performance if you were to put it into action?

High Performance Habits

Please choose – or adapt – one of the following:

- > **Performance plan (people developer)**
 - When I start my working day
 - Instead of being vague
 - I will be clear about the why, what and how of what I'm going to do
- > **Managing my energy (people developer)**
 - When I'm feeling tired
 - Instead pushing through
 - I will take a 5-minute break to move, stretch and energise

> Managing my mindset (connected leader)

When I'm under pressure,
Instead of reacting automatically,
I will check whether I am above or below the line and choose
to respond constructively

If you want to create your own, tailor-made habit, then remember:

> Be clear about the trigger

– 'when' you want to apply the new behaviour

> Identify your current behaviour

– what you want to stop doing - 'Instead of..'

> Be very specific about the new behaviour

– keep it simple, and easy to do. 'I will...'



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Session 7: Preparing for Your Action Learning Group and Warm Down

Your next HPT session is a meeting with your peers in the same jurisdiction. This is an important opportunity to share your learning across different business lines and to support each other. We'll provide a simple brief to help you make sure it's an effective conversation.

Make a note here about how you will prepare and make best use of this conversation:

Closing reflections

How do you feel at the end of Module 1? Make some notes here about your experience of today's sessions.