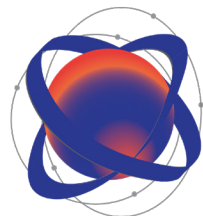


# *Tools for Emerging Leaders to Grow*

**PRACTICAL TIPS AND TOOLS TO HELP  
PROJECT, PROGRAM AND PEOPLE MANAGERS  
LEAD CONFIDENTLY AT ANY LEVEL**

*From Jessica McGlyn*

**LEADERSHIP COACH AND ADVISOR**



CATALYNICS

*Catalynics, Inc.*

*Master the soft skills. Grow Confidence. Thrive at work.*

Coaching, training and advising professionals  
on the soft skills to lead confidently at any level.

# Why This Guide?

You manage projects, clients, programs and teams. You do the technical aspects of your work well. But do you know how to lead?

Leadership isn't reserved for the C-suite. Program, people and project managers who think and behave like leaders thrive and advance. Soft skills like thinking strategically, communicating impactfully and influencing without authority matter to your success.

The skills that got you the job — technical expertise and strong performance — aren't the same ones that will carry you forward. *This guide gives you quick wins and practical tools to help you grow your leadership power.*

## Three Power Moves To Lead at Any Level

### 1 *Leveraging the team instead of doing it all yourself.*

Leadership isn't about doing more — it's about **shifting from me to we**. You can leverage others even if they don't report to you. How might you use influence and collaboration to get the job done?

### 2 *Having tough conversations.*

Conflict is a normal part of work-life. People have different strengths, ideas and personalities. Conflict, when handled well, can lead to creative solutions and drive optimal outcomes. Tensions that are ignored create confusion, bad feelings and mistrust. Whether the conflict arises with a peer, a client or a team member, how might you find the courage to have a difficult conversation?

### 3 *Behaving strategically.*

You know how to land a new client, run a project and complete a deliverable. But are you strategic? Being strategic requires thinking in terms of outcomes, not outputs. It means knowing the why before deciding on the how. It requires long-term vision and a broad perspective. It means you are identifying the right problems before resolving them. Can you zoom out from your day-to-day work to see the bigger picture? Do you know how your work relates to larger business goals? Yes, this is abstract — strategic thinking means deeper thinking. What big picture questions might you ask yourself before diving into your next deliverable?

# Tips To Shift From Managing To Leading



## *Do more coaching.*

Instead of telling your team what to do, ask open-ended questions that build self-awareness and guide them toward their own solutions. Listen actively, stay curious, and create space for reflection before offering input.



## *Create a feedback culture.*

Build a habit of regularly asking for feedback and making it safe for others to share openly. Model how to give clear, respectful feedback, as well as how to receive it with curiosity over defensiveness.



## *Speak impactfully.*

Listen deeply and clarify your intent before you speak. Tailor your message to your audience, lead with the headline, and focus on what matters most. Keep your message clear, concise, and connected to the “so what.”

# Self-Coaching Prompts for Self-Leadership

Leadership starts with knowing and mastering yourself. Use these quick reflection questions each week to build self-leadership:



- How am I showing up today — values, mindset and energy?
- What's one strength I haven't acknowledged in myself this week?
- What's the one soft skill I am growing?
- Where am I at on the things I am accountable for?
- How well am I managing my emotions?
- Who do I need to build relationships with?

# The Teach-Coach-Mentor Framework

When someone brings you a challenge, whether you are a project, program or people manager, don't default to solving it for them. Instead:



*Good leaders know when to teach, when to coach, and when to mentor.*

# Sample Learning Areas To Grow as a Leader

These are some of the themes that **managers growing as leaders** need to master. Each one can shift how you lead and get results.



## *Self-Leadership and Self-Regulation*

Managing energy, mindset and presence under pressure.



## *Organizational Awareness and Political Savvy*

Operating effectively within the organizational culture and understanding how to navigate power structures.



## *Executive Presence and Influence*

Knowing how to show up, communicate and make people feel to command the room and inspire people to follow your lead.



## *Strategic Thinking*

Understanding the big picture, thinking long term, knowing what levers to pull when and how to make things happen and connecting the dots.



## *Communication*

Speaking and writing with clarity and impact.



## *Conflict and Conversations*

Tackling tough conversations productively, setting and maintaining boundaries, delivering bad news, navigating difficult relationships.



## *Relationship Building and Collaboration*

Networking and building trusting and influential relationships across and outside the organization.



## *Decision-Making*

Knowing how to solve problems and make good decisions, on your own and with others.



## *Focus and Time-Management*

Prioritizing and pivoting, knowing what and how to avoid, eliminate, delegate and automate work, tracking progress and managing resources and time effectively.

---

When you're **managing people**, here are additional areas to explore:

- **DRIVING COHESIVE TEAM PERFORMANCE:** Establishing the systems, processes and culture to align and motivate the team for big results.
- **DEVELOPING AND EMPOWERING YOUR TEAM:** Empowering, inspiring and motivating, giving recognition, setting expectations, delegating, giving feedback, performance reviews, holding accountability, coaching and mentoring.

## *Why this matters to you.*

Do you want to be listened to, noticed and promoted? Trusted, liked and respected? Have a real impact at work? Our careers are a big part of our lives. Mastering the soft skills, building confidence and thinking like a leader will help you thrive.

## *Why this matters to the organization.*

Companies invest heavily in recruiting and retaining talent. Managers are not only critical to delivering business-critical goods and services, but they are also the succession pipeline to upper management.

## Your Next Step

---

You've started your journey by using some of the tips here. Asking yourself powerful questions and reflecting on your answers builds self-awareness. ***Awareness is your first step toward creating new ways of thinking, doing and being.***

Leading is personal. Your strengths, values, and style shape how you lead. Our experienced leaders and coaches offer confidential, customized 1:1 support you can trust—helping you grow in ways that feel authentic and sustainable.

We offer flexible, low-cost and customizable services, including:

### **Advising**

Work through confidential challenges or opportunities with a trusted, experienced leader who offers practical guidance and recommendations.

### **Training**

Learn frameworks, tools, and best practices for core soft skills; practice applying them; and receive coaching to strengthen your performance.

### **Leadership Coaching**

Get clear on who you want to be as a human and as a leader—and how to get there. Connect to your authentic values and desires, leverage your natural strengths and talents, and build the self-awareness, agency, and confidence to grow as a leader. The client drives the coaching agenda, and the coach guides the process to support the client in reaching their goals.

We offer flexible programs that can be tailored to your needs and goals. Many are participant-driven, while sponsored programs provide more structure, with your supervisor more directly involved in shaping the agenda and supporting your growth.

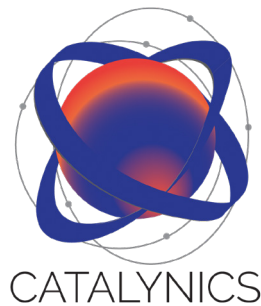
All programs are offered remotely and provide consistent support from an experienced leader and coach. All programs are bound by confidentiality agreements to create a safe space for honest interaction.

*Whether you're a program, project or people manager, we can help.*

## **For Supervisors & Sponsors**

Do you want to help your managers strengthen those leadership intangibles? Share this toolkit with them — or book a call to explore options tailored to your organization.

---



## **Ready to grow with confidence?**

If you want to explore working with me, email me at

*[jess.mcglyn@catalynics.com](mailto:jess.mcglyn@catalynics.com)*

to book a call.