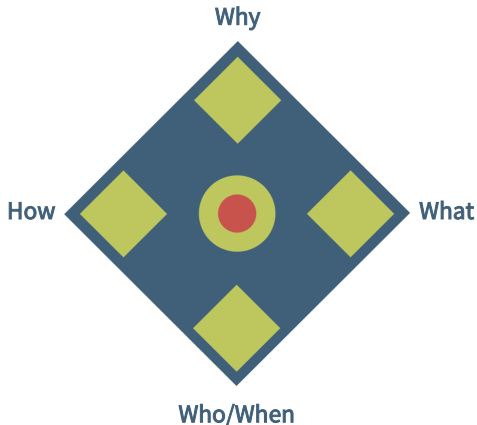


Leadership Tool: Cover the Bases



- **What's** most important: **objective**
- **Why** is it so important: passion & **motivation**
- **How** to go forward: **ideas to execute**
- **Who** is accountable and **when**: measuring progress

Description:

When all four bases are covered in any type of communication, the chances for misunderstandings are minimized, making for less conflict and greater alignment. Ensure all bases are covered by speaking to all four and asking others to do the same. Generate a two-way conversation, exploring all points of view on a topic from each base.

Application: To inclusively ensure alignment, enhance communication, and drive accountability

- a. When you are uncertain about your role or task, use this tool to inquire with your manager.
- b. Share your point of view on a topic, from all four bases and ask others for theirs. Generate a two-way conversation.
- c. Use this tool to enhance engagement in conversations, emails, and presentations.

Tips:

- a. Listen generously and be open to another's point of view.
- b. Cycle through the four bases as many times as necessary to ensure alignment.
- c. Eliminate the question, "Are there any questions?" and ask **Cover the Bases** questions instead.