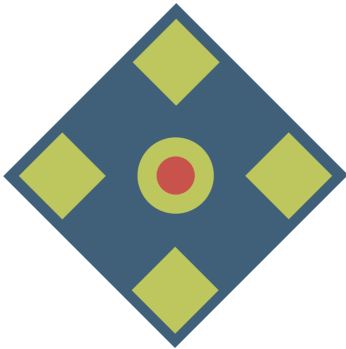


Leadership Tool: Cover the Bases



- **What's** most important; point of view
- **Why** is it so important; passion & motivation
- **How** to go forward; ideas to execute
- **Who** is accountable and **when; how** to measure progress

Cover the Bases



Description:

When all four bases are covered in any conversation, email communication or presentation, the chances for misunderstandings are minimized, which means less conflict and greater alignment. Be intentional about ensuring all four bases are covered by speaking to all four and asking others their point of view related to all four bases.

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

- a. When you are uncertain about your role, or a task, use this tool to inquiry with your manager.
- b. Share your point of view on all four bases, and ask other's their point of view.
- c. Use this tool to enhance engagement and gain other's perspective.

Tips:

- a. Listen generously and be open to other'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.