

SONY MUSIC PERFORMANCE ACCELERATOR

(re)-DISCOVERING YOUR

BRILLIANT SELF

Being the best version of yourself everyday

All Employee Training

Facilitator Notes

**SME EXISTS TO:** Enable brilliant people to share their talent to the world.

Brilliance is a unique quality that we all have inside of us. This Accelerator aims to help participants discover or rediscover their brilliant self and how to make the most of it in every situation.

**OUTCOMES:**

Every employee will leave this workshop knowing:

* How to use positive thinking to enhance your own performance   
  and the performance of others.
* How to develop your confidence levels to be brilliant every day.
* How to build resilience and bounce back when the going gets tough.

**PLAN FOR THE SESSION:**

1. What is brilliance?
2. How to be fantastic: It starts and ends with you.
3. Principles of fabulous people (Creative problem solvers; Put themselves out there; Positive thinking; Open to change; Always learning; Effect others by listening and exceeding expectations; Have fun).
4. Positive thinking can rock your world.
5. Bouncing back and staying resilient in tough situations.
6. Where to start: eating frogs and setting goals to get things done.

**THE PRE-WORK TO BE SENT OUT TO ATTENDEES:**

* Think of a time in or out of work when you achieved something that you were really proud of.
* Think of a time when you received great customer service or someone did something that had a lasting effect on you.

**TO DO:**

* Book a room to use and set it up: organise the layout of room (with no table), test the equipment in the room, have two flip charts and pens.
* Arrange to have the following tools: coloured post-it notes, blue tack, sharpies, coloured paper, stopwatch, music & speakers.
* Print & cut out “Negative Statements” (Appendix A of these notes).
* Distribute Journals and printouts.
* Prepare flipcharts if needed.
* Lay out healthy snacks and sweets, if possible.
* Print off facilitator notes and read through.

**Complete your slides:**

* Find a picture on Booking.com of a venue in the local area to the Accelerator for the “What is Brilliance” slide.

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| **TIME & KIT** | **CONTENT** |
| **0.00**  **10 mins**  Slides  Journal  Print outs | **WELCOME & INTRODUCTION TO THE WORKSHOP**  **Session purpose:** To set the energy and context for the session and let everyone know that this is a safe environment in which to think about how they can be the very best version of themselves at work.  **Welcome to “(Re)-Discovering your brilliant self” Accelerator:**  Brilliance is a unique quality that we all have inside of us. Discover or rediscover your brilliant self and how to make the most of it in every situation.  **FACILITATOR NOTE:** Hand out Journal print outs – teams are to store these in their Performance Accelerator folders and use them as a reference for their key learnings and as a journal to make notes during each Accelerator.  **The Brief:** This is a 2.5 hour session to explore what it is to be brilliant. We all have talents and traits that make us brilliant. What is important is to identify them and make the most of them so you can become the best versions of yourselves. We will discover or rediscover who your fantastic self really is and work out how to stay strong when things don’t go your way.  We would like each of you to leave with a renewed sense of your own brilliance and some tips on how to maximise it.  **Who we are:** Introduce yourself and background.  **How to be in this session:** We don’t like rules, but we know that if we are all responsible for the energy in the room, we will make our time together even better.   * **Phone –** please check your phone into the spa for today. We only have 2.5 hours together so let’s make the most of it. * **Moustache and Shoes –** be your smart and stylish selves. Help me to give you the best experience today by not reading ahead in the journal. Help all of us by keeping to time when we break out in exercises. * **Sparkle –** be your brightest sparkliest selves. This is your chance to practice in a safe environment with your colleagues, so throw yourselves into it. * **Hand holding –** we appreciate that some people love these sessions and others don’t, so please be kind to each other and help everyone’s voice be heard today. |
| **00.10**  **15 mins**  Stopwatch | **WHAT IS BRILLIANCE?**  **Session purpose:** To define the point of the session and highlight that brilliance is not something that you are either born with or not.  **Facilitator context:**   * Why is brilliance important? * Being good is not good enough anymore. Good is the new ‘nice’. It is all around us. It has become average. * Expectations have changed and suddenly being good is not enough, we need to strive for excellence to stand out in the world. A good example of this is when you search on Booking.com and see how far down ‘Good’ is on their list of ratings:  1. Exceptional 2. Superb 3. Fabulous 4. Very good 5. **Good** 6. Pleasant 7. Okay 8. Passable  * Brilliance is what happens when you perform at your best and maximise what makes you special. It is about reaching your full potential and staying true to yourself. In life we should all feel like we are the stars of our own show. * Brilliance is closely linked to success, but we all have our own personal definitions of success in life. Whether it is money, career, family, whatever it is, it is about what you really aspire to achieve above everything else. * In this next activity, we are going to explore our own personal definitions of brilliance.   **EXERCISE 1: SPEED DATING OUR BRILLIANT SELVES**  **Aim** – to reflect and start to create a picture of you at your brilliant best.  Line up in 2 rows facing a partner. You will each have 2 minutes with your partner to answer a question, then, we’ll swap your partners and give you another question to talk about….  **Questions:**   * What does being brilliant mean to you? * What would you like to be more successful or brilliant at? * What helps or limits you to be brilliant? * What can you do to be more brilliant more often?   **Pick 1 or 2 people to share back.**  **Facilitator context:**   * Who remembers this? Show slide of Usain Bolt. * In 2008, a lesser-known Usain Bolt made his international debut at the Beijing Olympics. There were 6 finalists who ran the 100m in under 10 seconds that day but only 1 earned the nickname of ‘Lightning Bolt’. * Three of the finalists also ran their personal best times. * But the world only remembers Usain Bolt. Why? * He won * He broke the world record * But also… it was the style in which he did it. Cool, calm, relaxed before the race… celebrating before he reached the finish line (because he could). * It’s not just about winning or even necessarily being the best... It is about doing it in a way that people remember and feel inspired by. This has the greatest impact. * According to Google, the definition of Brilliance is of course about talent and intelligence…but it isn’t the first definition. This is “An intense brightness of light”. We think this sums up brilliance perfectly – your own personal intense brightness of light in the world. * Make people remember you by doing things with your own personal style and by being your most authentic self. The easiest thing you can do is be yourself, so don’t pretend to be someone else (especially at work). You will be more consistent and better if you practice being your most brilliant self. * Brilliance is…A by-product of when you’re performing at your best: * **It is personal** * It means something different to every individual. * You can be brilliant at the ‘little’ things – making tea, PowerPoint slides, * You can be brilliant at the ‘big’ things – brain surgery, brand design, idea generating. * **It is immeasurable** * You can’t put a value on the genius you are able to offer to the world. * By giving brilliance a score you somehow take away its brilliance. * **It is magic** * It is the added sparkle that makes something have a lasting impact. * **Therefore… It’s intangible** * It is difficult to define in words but we all need to aspire to it as individuals, a team and an organisation or culture. * There are three reference points that help us describe brilliance and helps us identify, sustain and grow brilliance into the future:  1. **Inspiration (which drives us to action)**   The insight or ways of thinking that excite us personally or commercially and drive us to action.   1. **Intelligence (apply our knowledge to have ideas)**   Asking the right questions and using the right skills to turn thoughts into ideas. Being able to apply the knowledge we have to help us come up with the right ideas.   1. **Self-expression (bring out the best in ourselves & others)**   Creativity and behaviour that brings out the best in ourselves and each other, fuelling new thinking.   * These three things create the conditions necessary for brilliance and they can all be taught, bought or measured with a little planning. * In your **JOURNAL PAGE 4** are sections for you to complete after to help you start to develop your thinking in these three areas. |
| **00.25**  **15 mins** | **FINDING YOUR FANTASTIC SELF**  **Session purpose:** To discover what traits you already have to build on to find your fantastic self and have the confidence to show them to the outside world.  **Facilitator context:**   * If you haven’t guessed it yet - It’s all about you! * How? Be Fantastic… make a conscious decision to be fantastic rather than good, and live to your best attributes. * The starting point is to think hard and decide what makes you fantastic, and it doesn’t have to be anything big, it just has to be yours. Often it is the way you behave and the ways you make others feel that is your most fantastic gift. Being fantastic starts by finding your best traits and using them to your best advantage. * For example, a surgeon is fantastic, not just because of their skills…but their ability to make a patient feel like a human being and explain things to help them understand and feel at ease.   **EXERCISE 2: YOUR LIFETIME ACHIEVEMENT AWARD**  **Aim** – visualize the impact you could have by being your brilliant self.  In pairs, using your **JOURNAL PAGE 5**, write a speech that your team would give you in the future when you win your lifetime achievement award:  Think about all the things you’d like people to say about you…   * What is your legacy? * How have you behaved? What values have you lived by? (Even when times were tough)? * What made you such a success story? * What do you wish you’d done less of?   Once complete, in your same pairs, read your partner’s speech out loud to them.  How does hearing your amazing future make you feel?  Share 1-2 insights with the whole group.  Take these speeches home with you and ask you friends, partner or family to see if they agree or have anything else to add.   * This activity can sometimes be difficult. It is not always easy visualising the future. A great way to start is to think of someone who inspires you with his or her brilliance. This can help you to identify what type of person you aspire to be and the traits that are important to you. In your **Journal page 6** there is an activity that you can do after this session to help you think about this further.   **Facilitator context:**   * According to leading authors in this area, fantastic people are often: * Passionate * Creative * Delighting people * Performers * Alive inside * Always learning * Having fun * Being fantastic is all about you. It is really important to discover your authentic self. At work, we often have a ‘work face’ but don’t let that be inauthentic. Being your professional fantastic self will help you relax, help build relationships and connections and have better ideas.   **Facilitator sum up:**   * Brilliance starts when you take the first step: * **Find your best traits** – get inspiration from others * **Have belief and confidence** to put yourself out there |
| **00.40**  **5 mins** | **BRILLIANCE MANIFESTO:**   1. **Be you** – authenticity counts. What makes you brilliant? 2. **Positivity is infectious** – laugh; surprise & delight others; exceed expectations. 3. **Fortune favours the brave** – try something new & push your comfort zone. Be open to change & possibilities. 4. **Treat every day as a school day** – be open to new thinking & lifelong learning. 5. **You can be creative** – problem solve, be playful & just give it a try. 6. **Be more Batman** – be prepared for things not always going your way & don’t let setbacks stop you. Remember what you have to be grateful for. 7. **Breathe** - Look after yourself, find space, and eat frogs.  * Some of these we will we explore now. |
| **00.45**  **30 mins** | **THE POWER OF A POSITIVE MINDSET – THE BRAIN TRICK**  **Session purpose:** To think about how powerful positivity can be in staying strong and achieving the best outcome.  **Facilitator context:**   * There is a reason Bear Grylls (or relevant local icon) talks about always having a positive mind-set in extreme survival, and that is because it keeps you alive and helps you rise to the top of the food chain. Positivity keeps us strong and moving forward. * However, as human beings, we are naturally prone to avoiding risk and looking for the things that could go wrong. By re-training your brain to look at things differently you can achieve greater things than you might have thought possible.  1. **Look at stress in a different way:**   **EXERCISE 3: PROUD STORIES**  **Aim** – to think about a time when you have achieved something and what you can learn from it.   * Using your homework, think of a time when you achieved something or exceeded your own expectations. * In pairs, share your stories. Discuss the situation and try to uncover why you performed so well. * Note your key words on post it notes and stick on the wall.   Ask 1-2 pairs to share back their insights with the whole group.  **Facilitator context:**   * It is likely that the stories you shared weren’t easy times. They probably involved a challenge that pushed you and you hadn’t achieved before. It involved a level of pressure. * Pressure helps us get things done. It’s what helps us hit deadlines, push through the 3pm energy slump and keeps us moving and doing. The problem is there is a line. When managed properly, stress keeps our body energised, stronger and even more ready for action than before. It lets us know that something we care about is at stake. Small doses of pressure or stress can be good but too much becomes bad. * One of the biggest factors is how we view it. * It is scientifically proven that if you believe stress to be a bad thing in all circumstances, then you are 43% more likely to suffer from ill health. Harvard University conducted a study on those who experienced stress but were taught that it was a positive force, had the lowest risk of adverse effects. * Participants saw their stress response as helpful (their heart pounding as preparation for action and quickening breath as a way to oxygenate their brain). The results showed that they were not only less stressed and more confident but their body’s stress responses changed. Instead of tightening their blood vessels, they stayed relaxed as if during moments of courage. * We call this **Eustress** – good stress that is deemed healthful or giving one the feeling of fulfilment.   In your **Journal page 7** – write down the key things that helped you succeed in your proud story. This will help you recreate the environment that helps you perform at your best.   1. **Make people smile** – **You affect others every day**. Surprise and delight people to exceed their expectations. For people to be interested in you, you must be interested in them. Notice when you affect others.   **EXERCISE 4: WONDER AND A PONDER**  **Aim** – So far we have been thinking about what we can learn from ourselves. Now we will take a look at what we can learn from others.  I’m sure we have all experienced people at their brilliant best – it could have been great customer service or someone did something that had a real effect on you:   * In pairs, go outside for a walk and share your examples. Discuss what made them brilliant and how it made you feel. * As you wander and ponder, capture any key traits or thoughts you have. * Come back in 5 minutes.   Share back findings and common traits as a group.  **Facilitator sum up:**   * When dealing with other people: * Be remembered - don’t just serve people – delight them. * Learn to communicate well by understanding them. Step into their shoes and be aware of how they are thinking and feeling. Think of their perspective. * Make others feel good. If you want people to pay attention, then pay attention to them and really listen. * Use positive language. * Exceed expectations and add to their situation.   ‘They may forget what you said — but they will never forget how you made them feel’. CARL W. BUEHNER. |
| **01.15**  **10 mins** | **BREAK** |
| **01.25**  **40 mins**  Journal  Negative statements printed and cut out | **BE MORE BATMAN – BUILD RESILIENCE**  **Session Purpose:** To give tools to helpface fears and bounce back when things get tough.  **Facilitator context:**   * We all know that we can go to bed feeling like tomorrow is going to be a great day and then something happens…you sleep in; you miss the bus; you get an angry email from a colleague; you miss lunch; you get rained-on on the way home. It happens to us all. * What you need to do is to remind yourself of two things:  1. Bad days happen to us all – it is a fact of life that things don’t always go to plan. 2. The things that happen in your day are just a series of independent eventsthatare not linked. The whole day or week is not going to be bad unless you choose it.  * How resilient we are determines whether or not these things affect us. So here are some top tips to help you stay strong or bounce back when needed:   **1. Use gratitude to drive your thinking,** not worry and self-criticism. Worry is the misuse of imagination. Life is short and we can’t worry about the future when we don’t know what will happen. Life is a million moments. Even bad moments in life are just things we can learn from.   * We have 2 movie libraries in our heads:  1. **The video nasties:** All the failures we have had in life; embarrassments; loves lost; people who have treated you badly; things you can’t do. EVERYONE has these. 2. **The feel-good flicks:** the successes achieved; the great times; the people who love you; the things you do well.  * Watch the right films moreoften will help us boost our mental toughness**.**   **EXERCISE 5: WATCHING THE FEEL-GOOD FLICKS**  **Aim -** understanding what makes us feel positive and motivated so we can remain resilient.   * In your **JOURNAL PAGE 9**, write down 3 successful moments from the past (they don’t have to be anything big, just things that made you proud). * Now think of 3 happy moments from the past, really good memories. * Now capture 10 things you are grateful for.   **Facilitator sum up:**   * Research shows that people who feel gratitude have more satisfaction, less stress and are happier overall. But more interestingly, those who choose gratitude don’t live in a world of denial. They don’t ignore the negative parts of their lives. They’ve just re-wired their priorities and see the beauty in simple things. Hold on to positive memories, reduce self-doubt, recognise that we’re cared for, put things into perspective and enter a positive mind-set.   **Using gratitude to boost your mind:**   1. Begin the day with affirmations – list the 10 things you have to be grateful for. 2. Savour the ordinary – give yourself permission to slow down and experience small moments. Remember to pause once in a while and look around. 3. End the day/week on a positive note – recall 3 moments you appreciated instead of focusing on what went wrong. 4. Remember your overall goals – don’t worry about the small stuff. Stay focused on the things that matter. 5. **Be the hero not the victim: It’s your choice**  * Make choices of how you deal with a situation: There is a built-in mechanism in all of us that effects how we deal with any given situation. This is the Chimp Paradox. Our primal survival instinct (Inner Chimp) and our rational intelligence (Computer) that has evolved. * These can show up as being Reactive or Defensive (Chimp) or Proactive or Empowered (Computer) responses to when something happens that we aren’t sure if we like. Different people have different amounts of time between when their Chimp reacts to something and their Computer rationalises it – the trick is to notice this within yourself and to catch yourself so you can try to speed up this process. You may need to sleep on it. Brilliant people try to make this process as quick as possible to they can start to be proactive and not let themselves get dragged down.   **FACILITATOR NOTE:** Accountability ladder below – use to help explain proactive vs. reactive behaviours if needed.  C:\Users\Georgie\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Slide06.jpg  **EXERCISE 6: SLIDING DOORS PART 1**  **Aim** – to show that in most situations you can turn a negative into a positive purely using your mind-set and thinking rationally.  You are asked by your boss on a Friday morning to lead a project that is going to pave the way to change the face of the business like never before. It will ensure the future is secure. He wants you to present back your thoughts to the Board on Monday including a couple of ideas. You have never worked on such a project before and you had your day planned out already before the weekend. He has suggested a colleague to work with.   * In pairs, take a statement (printed from appendix at the end of these notes). * Work out how you can turn the following negative self-talk statements into positive thinking:  |  |  | | --- | --- | | **Statements** | **Potential Answers** | | I’ve never done this before | It’s an opportunity to learn something new | | It’s too complicated | I’ll tackle it from a different angle | | I don’t have the resources | Necessity if the mother of all invention | | I’m too tired to get this done | I wasn’t able to fit it in, but I will re-examine some priorities | | There is no way it will work | I can try to make it work – you never know | | No one bothers to communicate with me | I’ll see if I can open up the channel of communication | | We’ve tried this before and it didn’t work – why bother | Hell yes, let’s give it another go | | It’s too radical a change | Let’s take a chance | | This is pointless | Perhaps I need to asks questions to understand why this is important to that person | | I am going to look stupid if I do this | Some of the people I most admire put themselves out there…I’m going to jump and see what happens | | The person I have to work with is useless | Maybe there is a misunderstanding and I can see what I can do to help | | I am not creative | Creativity is just another form of problem solving. No one can easily have ideas sat at their desk! |  * **Dealing with bags of sand –** We’ve all met them – people who just have the ability to suck all your positivity and squash all ideas. But unfortunately, there are people we meet who won’t always feel the same as we do and it is good to be challenged with new perspectives. You have 2 choices – be dragged down into a spiral of worry anger or self-criticism or switch on your positive mind-set. Remember positivity can be infectious just as much as negativity or low energy. Stay focused and strong.   **EXERCISE 7: SLIDING DOORS PART 2**  **Aim** – how to deal with people when they are being negative.  **FACILITATOR NOTE:** If you are short of time, this is an activity that you can remove to catch up.  Get together in a small group and imagine you are in a team meeting to discuss your team meetings. One person is being really negative.  Quickly discuss:   * Why could this person be acting so negative? * How could you get them more involved or interested? * What is the best way to deal with them before, during and after the meeting?   Share back 1-2 insights with the whole group. |
| **2.05**  **20 mins**  Journal | **FROGS & PRINCES – Don’t let life take over living – make a plan and take control.**  **Facilitator context:**   * We all know that life is short; it takes over and with more demands for our time and distractions than ever and it can often feel like we are out of control. * We check our phones on average 221 a day and wonder why the battery doesn’t last. We are connected but less present. Adult colouring books sell in millions. We have apps to make us sleep but technology that makes us wired. We work on holidays, we work at home. We sit hunched over computers for 8 hours a day. * In truth, it can be hard to be our fantastic self when we are always busy and always guilty about what we haven’t achieved. But there is a better way…and it is called choice.     **Quote:** Working more than 40 hours a week doesn’t mean you’re doing your best…it just means you are working more than 40 hours a week (Jason Fried, Basecamp).   * Here are some top tips to make sure life doesn’t take over (**JOURNAL PAGE 12**):  1. **Define your non-negotiables -** write down in your **JOURNAL PAGE 13** all the things you value the most in this world. Looking at what you value most helps you to really see the practical behaviours that are the most important to you being happy e.g. going to the gym in the morning; having 1 day out of the office; taking at least one overseas holiday each year etc. These are the things you must never compromise on. You can use these to prioritise. 2. **Take care of yourself** – sometimes you have to work late, but sometimes can’t be always. You need to rest your mind, body and soul. Exercise, meditation, eating and sleeping well will all help to keep balance. Have a 9pm cut off for looking at blue screens to allow your melatonin levels to replenish enough for sleep. It is easy to compromise in this area, but this is what will make you stay strong. 3. **Do less to do more** - say no once in a while. Make a new year’s resolution to do one thing less. Google have an 80:20 rule to spend 20% of time on non-work related activities or research. Find time to learn and grow e.g. schedule a quiet hour each day away from phones and emails to get inspired. Facebook have a ‘Find no signal’ policy to get their people to find space to think and create away from busy life. 4. **Eat your frogs so you can get to your prince’s** - everyone has things they love to do and things they hate. Using your **JOURNAL PAGE 14**, when you are back at your desk write down your daily to do list. Next to each task, mark whether it’s something you dread doing but you know it’s important to do (a frog) or if it’s a task you love to work on (a prince). Commit to completing one frog item first each day then reward yourself by doing something you love (or even a coffee and a biscuit!)     **EXERCISE 8: YOUR SUPERHERO POTION**  **Aim –** to take all the learnings from this session and visualise your inner superhero so you can picture him or her whenever you need to use your super powers.  If you could create a potion to instantly transform yourself into your most brilliant self what things would you put in there. In your **JOURNAL PAGE 15** capture the following:   * Give yourself a superhero name e.g. Captain Positiva * One special power e.g. I can instantly turn anything negative into a positive * List what it looks like when you’re performing at your very best e.g. a good night’s sleep, exercise regularly, family time away from my mobile, catch up with friends for a few beers, work on things I feel passionate about… * Pair up with someone and write down the ingredients needed in your potion. * Share back with the group to inspire others in the room. |
| **2.25**  **5 mins**  Journal | **Facilitator sum up:**  **BRILLIANCE MANIFESTO:**   1. **Be you** – authenticity counts, what makes you brilliant? 2. **Positivity is infectious** – laugh; surprise & delight others; exceed expectations 3. **Fortune favours the brave** – try something new & push your comfort zone. Be open to change & possibilities 4. **Treat every day as a school day** – be open to new thinking & lifelong learning 5. **You can be creative** – problem solve, be playful & just give it a try 6. **Be more Batman** – be prepared for things not always going your way & don’t let setbacks stop you. Remember what you have to be grateful for 7. **Breathe** - Look after yourself, find space, eat frogs   **A final thought – Be brave**  Nelson Mandela Quote - who am I to be brilliant?  *“Our deepest fear is not that we are inadequate.*  *Our deepest fear is that we are powerful beyond measure.*  *It is our light, not our darkness that most frightens us.*  *We ask ourselves, Who am I to be brilliant, gorgeous, talented, fabulous?*  *Actually, who are you not to be?*  *Your playing small does not serve the world.*  *There is nothing enlightened about shrinking so that other people won't feel insecure around you.*  *We are all meant to shine, as children do...*  *It's not just in some of us; it's in everyone.*  *And as we let our own light shine, we unconsciously give other people permission to do the same.*  *As we are liberated from our own fear, our presence automatically liberates others.”*  **EXERCISE 9: A LETTER TO MYSELF**  **In your Journal page 18, write a letter to yourself from your future brilliant self:**   * What does your brilliant future self look like? What is happening in your life? How do you feel? What are people saying to you? * Write down one thing that you would need to change to be your brilliant self in the future. What shifts do you need to make? What should you focus on to make it happen? * Note one person that you would like to surprise and delight. How can you make it happen? |
| **02.30** | **WRAP UP AND WAVE GOODBYE** |

**APPENDIX A – NEGATIVE STATEMENTS TO PRINT & CUT INTO STRIPS TO HAND OUT**

**I’ve never done this before**

**It’s too complicated**

**I don’t have the resources**

**I’m too tired to get this done**

**There is no way it will work**

**No one bothers to communicate with me**

**We’ve tried this before and it didn’t work – why bother**

**It’s too radical a change**

**This is pointless**

**I am going to look stupid if I do this**

**The person I have to work with is useless**

**I am not creative**