

LEADERSHIP DEVELOPMENT POINTS OF DISCUSSION

LEADERSHIP TRAITS

LOGICAL
ENERGETIC
ATTENTIVE
DEPENDABLE
ENTHUSIASTIC
RELIABLE
STEADY
HELPFUL
INDUSTRIOUS
PERSUASIVE

LEADERSHIP

- The Process Of Influencing An Organized Group Toward A Common Goal
 - ✓ Leadership is a matter of how to be, not how to do
 - ✓ Leaders succeed through the efforts of others
 - ✓ Leaders build bridges with the help of others
- What qualities makes a good leader?
- Why do you follow someone?
 - ✓ Believe in what they are doing
 - ✓ Cause
 - ✓ Honesty in their presentation
 - ✓ Trustworthy
 - ✓ Reputation
 - ✓ Helpful in many ways
 - ✓ Accommodating
 - ✓ Good attitude - be positive
 - ✓ Listens and understands
 - ✓ Listens and hears what is said
 - ✓ Knowledgeable
 - ✓ Has expertise
 - ✓ Makes things happen
 - ✓ Seeks accomplishments

LEADERS SHOULD

- Use a team approach
 - ✓ Involves everyone
- Have clear control
- Set clear goals
 - ✓ Be specific
- Enforce fair rules
- Be fair and listen to reason
- Get job done efficiently
 - ✓ Increase productivity
- Be flexible
 - ✓ Don't be too rigid
- Listen and understand feelings
 - ✓ Human side of person
- Be logical but take charge
- Lay out the job clearly

LEADERS SHOULD

- Offer stability and predictability
- Have certain organizational skills
 - ✓ Establish clear agenda
- Be a planner and implement directions
- Be accountable
- Delegate effectively
 - ✓ Plan efficiently
- Keep everyone informed
- Act as a negotiator
 - ✓ Troubleshooter

LEADERS SHOULD

- Be a role model
- Communicate beliefs
- Discuss expected results
- Set a positive tone
- Be exact in their expectations
- Be a mentor
 - ✓ Assist or help others
- Be a good people person

LEADERSHIP SKILLS

- Recognize differences in people
- Learn to mesh strengths and weaknesses among groups
- Be a team player
- Create various programs to assist others
 - ✓ Mentoring
- Manage conflict
 - ✓ Resolve problems
- Be a motivator
 - ✓ Show them how
- Give others a sense of self-worth, belonging and responsibility
- Be patient in explaining and answer all questions
- Works well with other colleagues
- Be confident to led and humble enough to recognize it is a collective effort for success

VOLUNTEERS

- How do you get volunteers?
- People will volunteer if they are interested in the subject
- Assist them in learning about the subject
- Ask them for help when you need it
 - ✓ One on one personal touch
- Explain how important it is to you that you need them to do the job
- Make it a fun job

VOLUNTEERS

- Make them feel important
 - ✓ Recognize them
- Always remember to praise and thank them for the job they did whether it was the best or not
- Ask them again to come back
- Explain it
 - ✓ Is it a short or long term job?
- Show you are organized
- Commit to the project
- Provide resources and training

VOLUNTEERS

- Be flexible with a volunteer
- Intangible benefits
 - ✓ Develop themselves
 - ✓ Decision making process
- Encourage the heart
 - ✓ Recognize good work
 - ✓ Celebrate accomplishments
- Enable others
 - ✓ Build spirited teams
 - ✓ Mutual respect
 - ✓ Collaboration

SUMMARY

- Ingredients of a successful leader are found as much in the heart as in the head
- Remember everyone is an individual and thinks differently
- Show them you have a heart
- Gain their respect
- They will follow you!

TEN COMMITMENTS OF LEADERSHIP

PRACTICES

COMMITMENTS

<p>Challenging The Process</p>	<p>1) <u>SEARCH</u> out challenging opportunities to change, grow, innovate, and improve. 2) <u>EXPERIMENT</u>, take risks, and learn from the accompanying mistakes.</p>
<p>Inspiring A Shared Vision</p>	<p>3) <u>ENVISION</u> an uplifting and ennobling future. 4) <u>ENLIST</u> others in a common vision by appealing to their values, interests, hopes, and dreams.</p>
<p>Enabling Others To Act</p>	<p>5) <u>FOSTER</u> collaboration by promoting cooperative goals and building trust. 6) <u>STRENGTHEN</u> people by giving power away, providing choice, developing competence, assigning critical tasks, and offering visible support.</p>
<p>Modeling The Way</p>	<p>7) <u>SET</u> the example by behaving in ways that are consistent with shared values. 8) <u>ACHIEVE</u> small wins that promote consistent progress and build commitment.</p>
<p>Encouraging The Heart</p>	<p>9) <u>RECOGNIZE</u> individual contributions to the success of every project. 10) <u>CELEBRATE</u> team accomplishments regularly.</p>