

LEADERSHIP

is a passion for what you do, a clear picture of where you are going, a fluid phenomenon that grows within you, and an emotional expression of what you do. You get it from others, by learning as much as you can and allowing yourself to show your passion. You give it to others by living your vision, sharing that vision with others, being willing to do things—not just say things and leading by example.



FastFacts

Basic Operations & Procedures

Agendas	Budgeting
Constitutions	Elections
Meetings	Minutes

Skills for Leaders

Assertiveness	Communication
Delegation	Ethics
Goal Setting	Recognition

Planning Activities

Co-sponsorship	Fundraising
Group Dynamics	Teambuilding
Planning/Evaluation	Retreats

Beginnings & Challenges

Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



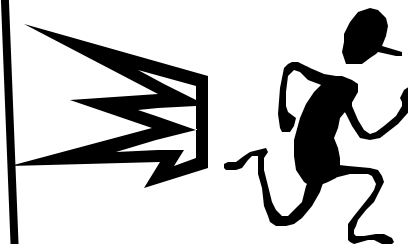
FastFacts are brought to you by

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Old Dominion UNIVERSITY



FastFacts

Quick Tips
For Developing
Effective Leadership

Assertiveness

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Skills for
Leaders
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Assertiveness is not the same as aggressiveness. It is standing up for yourself in a sensitive and creative way.

Being **ASSERTIVE** means that you believe you have the right to:

1. Judge your own behavior and take responsibility for it.
2. Offer no justifications or excuses for your behavior.
3. Determine whether or not you are responsible for finding solutions to other people's problems.
4. Change your mind.
5. Make mistakes—and take responsible for them.
6. Say, "I don't know."



Being assertive does NOT give you the right to compromise the rights of others!!!

Distinguishing Between Assertiveness and Aggressiveness

Non-Assertive Behavior

Failing to stand up for one's rights either by failing to express feelings or preferences or by allowing another person to infringe upon one's rights

Assertive Behavior

Standing up for one's rights by expressing one's thoughts and feelings in a direct, honest, and appropriate fashion without denying the rights of others

Aggressive Behavior

Standing up for one's rights in such a way that violates the rights of others or demeans the other person



Assertiveness is a skill that is developed with practice.

- *Demonstrate assertive body language which includes:*
Direct eye contact, erect body posture, clear and audible speech, use of gestures, and facial expressions for emphasis
- *Use descriptive words that do not generalize or label, but do indicate behavior:*
Ex: "You have been spending money without the club's permission," rather than, "You can't do that, you thief!"
- *Express your feelings caused by that behavior:*
Ex: "It frustrates me when you don't communicate with the exec. board when it comes to making decisions. I feel like my opinion doesn't matter."
- *Give an alternative behavior:*
Ex: "I would like for you to run an expenditure by the other members before you spend it."