

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

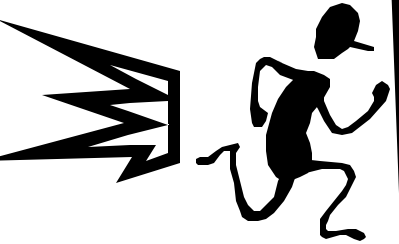
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



FastFacts are brought to you by

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FastFacts

Quick Tips
For Developing
Effective Leadership

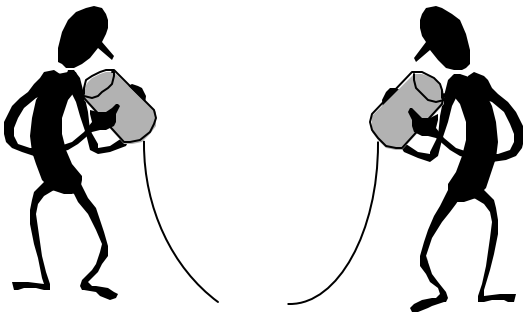
Communication

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*Skills for
Leaders*
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Communication is the key to relationships. Verbal and non-verbal communication must be properly displayed & understood.

GOOD COMMUNICATION

*Builds mutual
confidence
and trust*



BAD COMMUNICATION

*Causes mishaps,
confusion, and
distrust*








Ten Essential



Communication Guidelines

1. *I will* think about what I want to say before I say it
2. *I will* clarify my ideas before I attempt to communicate them
3. *I will* state my message as simply as possible.
4. *I will* consider the environment affecting my communication
5. *I will* be aware of the receiver
6. *I will* consider the possible outcome of my message.
7. *I will* provide and encourage feedback
8. *I will* follow up to ensure my message was received
9. *I will* be sure my actions support my message
10. *I will* seek to understand by being a good listener

So...am I a good listener?
Evaluate your listening style!

-  Do I listen even if I don't like the message or the person talking?
-  Do I look like I'm listening?
-  Do I let others finish what they are trying to say?
-  Do I summarize what the person has said to make sure I understood it?
-  Do I ask questions in order to encourage the person to explain the ideas more fully

Listen as you would want others to listen to you!!!