

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



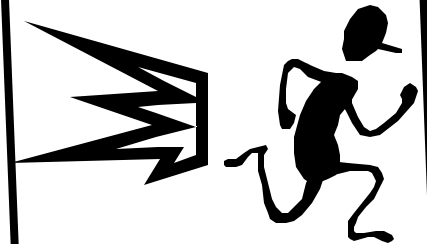
FastFacts are brought to you by

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Old Dominion UNIVERSITY



FastFacts

Quick Tips
For Developing
Effective Leadership

Delegation

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Skills for
Leaders
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A leader is only one person. It can be helpful to share responsibilities fairly between members. This is what delegation is all about!

Reasons You've Probably Given For Not Delegating

- "I could do it better or faster myself."
- "I'm not handling my own responsibility well if I have to ask someone for help."
- "I'm too busy to delegate."
- "People won't like me if I'm always asking them to do things."
- "If someone wanted to help, they would have offered."
- "If they don't do a good job, it will reflect badly on me."

...Think of delegating as

EMPOWERING —



giving others
the chance to
GROW & SHINE!

When To Delegate



- When there is so much work that you need to spread it around.
- When you feel that someone else has the "right stuff" for the job.
- When someone else expresses an interest.
- When you think a person could benefit from having the responsibility.



When Not To Delegate

- When the job is your responsibility alone.
- When you wouldn't be willing to do the task yourself.
- When a group member has neither the desire nor the background to complete the task well.
- When the task is so important that the group member has more to lose than to win.

How do I delegate responsibilities?

1. Ask for volunteers.

Explain the task and see who is interested or able to help.

2. Start a committee.

Encourage involvement from as many people as possible.

3. Suggest someone you feel would be good for the task.

Often a person won't volunteer because they lack self-confidence. Take initiative by encouraging their abilities.

4. Don't be afraid to assign the task to someone specifically.

Sometimes, it's the only way to get someone to "step up."

5. Spread the "good" tasks around.

Make sure the same people don't always get the "fun jobs."