

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



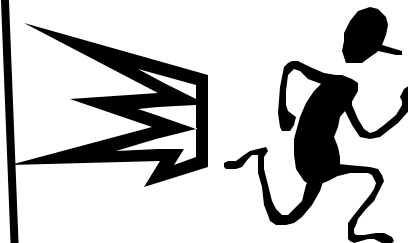
FastFacts are brought to you by

OSAL
Office Of Student Activities & Leadership

2122 Webb Center
Norfolk, VA 23529
Phone: (757) 683-3446
Fax: (757) 683-6088
www.odu.edu/studentactivities



Old Dominion UNIVERSITY



FastFacts

Quick Tips
For Developing
Effective Leadership

Goal Setting

.....
Skills for
Leaders
.....

Goals are plans for your group's future directions. They state what the group hopes to accomplish. They should be evaluated and changed as often as necessary to be fresh and attainable.

Goals Should Be:

Achievable 
Believable
Controllable
 Desirable
Evaluated
Valuable
Prioritized
 Realistic
Measurable
Logical
Flexible 

Steps for Setting Goals

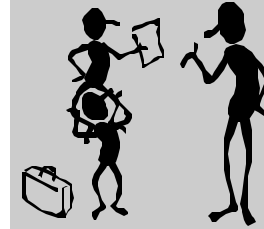
Brainstorm goals as a group:

- **Evaluate** past group successes & failures.
- **Address** new things the group wishes to accomplish.

Select and prioritize the group's goals, breaking each into steps:

- **What** is to be done?
- **How** will it be accomplished?
- **What** are our available resources?
- **Who** will carry it through?
- **When** will it be accomplished?
- **What** results are expected?

Continually evaluate your progress and allow your goals to change to meet new circumstances.



Ways To Make Your Goals Visible

- Post them in your work area
- Give a copy to every member
- Discuss them at meetings
- Add them to your agenda
- Include them with newsletters and materials you send out

Be Creative!!!

Develop a bulletin board and put your goals on paper cut-outs of ***race runners***. Move them across the race track as you accomplish tasks until you get to the finish line and meet your goal!

