

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



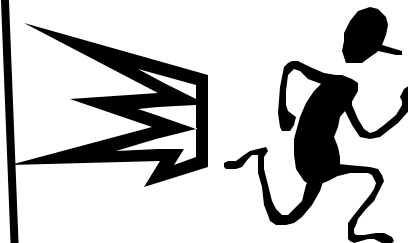
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FastFacts

Quick Tips
For Developing
Effective Leadership

Group Dynamics

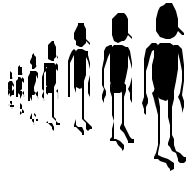
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Planning
Activities
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Understanding group development helps leaders to assess the needs, plan the direction, and prepare for the future of the group.

Stages of Group Development

Forming

Becoming oriented to the group goals and getting everyone acquainted.



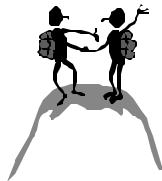
Storming

Challenging group leadership. Some anxiety tension is normal, but too much is counterproductive!



Norming

Group develops a sense of unity and learns to cooperate and communicate.



Performing

Engaging in interdependent problem-solving between independent members.



Effective Group Practices



- Members do not ignore seriously intended ideas or contributions.
- Each member speaks only for him/herself and lets others speak for themselves.
- All contributions are viewed as belonging to the group to be used or not used as the group decides.
- All members participate but in different and complementary ways.
- Whenever the group senses it is having trouble getting work done, it tries to find out why.
- The group makes decisions openly rather than secretly.
- Though they may not always agree with the majority decision, members accept it and work together.
- The group brings conflict into the open and deals with it.

Successful Groups Use **EVALUATION!**

Evaluates goals regularly and uses this information for future planning

Values each member for his/her contributions

Attempts new things and holds on to important traditions

Listens to every member

Utilizes the strengths of each member

Addresses problems quickly and develops solutions

Takes responsibility for successful and "not-so-successful" events

Inspires members to take leadership roles

Operates efficiently and effectively as a team

Notes procedures and keeps files on group activities for future officers

If you know where you are, it's easier to get where you're going!