

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 |



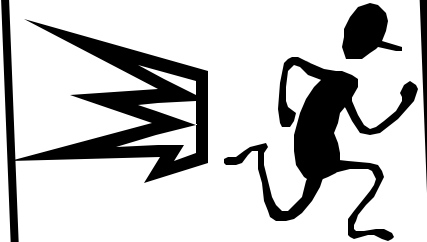
FastFacts are brought to you by

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Old Dominion UNIVERSITY



FastFacts

Quick Tips
For Developing
Effective Leadership

Planning & Evaluation

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Planning
Activities
.....

▶ Programming is the intentional planning of an activity. The key to successful programming is involving others and having fun!

When Programs Aren't Fun

(or: Reasons Programs Don't Turn Out Quite As Well As You Planned)

- **Design** Not setting goals, not getting input, not planning effectively, reaching the wrong target population.
- **Location** Too far from students, uncomfortable, too many distractions, too cold, too hot, too small, too big.
- **Publicity** Not eye-catching, not enough, not early enough, not creative, too cluttered, poorly located.
- **Support** Lack of communication with group members, lack of involvement, lack of delegation by group leaders.
- **Facilitator or Presenter** Not knowledgeable in the area, doesn't show up or comes late, lack of agreement on topic, not given enough time to prepare.
- **Miscellaneous** Equipment failure, help doesn't show, room isn't set up, weather is bad, and no back-up was planned!!!

Now that you know what NOT to do...



Program Planning "101"



A. Before The Program

Formulate ideas, set goals, identify location/date/time, get input from group members, appoint a committee, budget costs, secure funding, make arrangements for presenter/equipment, plan publicity schedule, plan timeline of program details, confirm two weeks prior to the event!

B. Immediately Prior To and During The Program

Arrive early, make sure room is set up, test equipment, finalize details, decorate, room is well lighted/well ventilated/good temperature, make participants feel welcome and comfortable!

C. After The Program

Thank the presenters/audience, distribute/collect program evaluations from participants, return equipment, pay bills, remove publicity, evaluate program with your group, thank committee, consider follow-up programs based on evaluation, CONGRATULATE YOURSELF ON A JOB WELL DONE!

Sample Participant Evaluation

In order to give us ideas for future events and improve our programming efforts, please complete the following evaluation and return it before you leave. Thank you!!

Program/Event

Date

What part did you enjoy most?

What improvements would you suggest?

How did you hear about this event?

_____ flyer or poster
 _____ e-mail
 _____ friend
 _____ other: _____

Are you glad that you attended this event? Yes _____ No _____

Comments:

Would you like more information about becoming a part of our organization?

Name

E-mail

Phone