

# 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

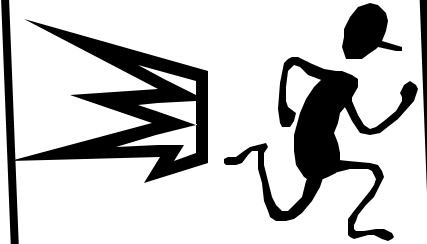
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



**FastFacts** are brought to you by

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## FastFacts

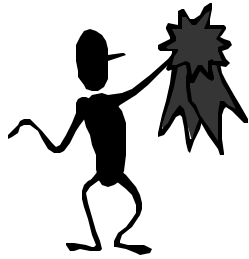
Quick Tips  
For Developing  
Effective Leadership

# Recognition

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

▶ Recognize TEAM work:  
Thanks, Encouragement,  
Appreciation, Motivation.

## The ABC's of Praise



**Astounding Beautiful**

Clever **Do well** *Excellent*

Fabulous **Great** *Hard-*  
*working* I am proud of you

**Just do it** *Keep it up*

Lovely **Marvelous** *Neat*

Outstanding **Practice makes**

**perfect** *Quite nice* Right

on **Super** *Terrific*

Unbelievable **Very good**

*X-ceptional* You've got it

**Zoom to the top!**



## Five Fast Ways to Recognize!

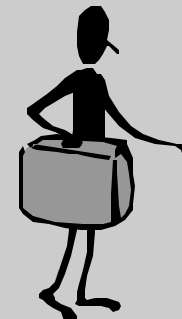


1. **Money:** As simple as a \$5 Monarch Dining gift certificate!
2. **Fun:** Plan a thank-you party after a successful event.
3. **Prizes:** Promote achievement by giving away t-shirts, hats, keychains, etc.
4. **Advancement:** A Secretary can become President if they show their skills.
5. **Recognition:** Thank you letters, group cards, balloons, a member-of-the-week...be creative!

## Recognize Yourself: Marketing Your Leadership Skills

Your leadership involvement can be added to your resume and may be the deciding factor in your race for the perfect job! List the major tasks and accomplishments of some significant leadership experiences.

- **Financial Management**
- **Motivational Skills**
- **Educational & Helping Skills**
- **Creativity**
- **Research Skills**
- **Communication Skills**
- **Management Skills**



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