



## Holstein Foundation

### A TRUE LEADER

*A true leader accepts responsibility for his/her choices and the impact those choices have on others;*

*A true leader has the courage to stand up for his/her convictions even in the face of unpopularity;*

*A true leader shows compassion for others, not just in words, but in deeds and actions;*

*A true leader serves humanity for a greater purpose, not just for earthly rewards.*

— Anne Davis

What is Leadership?

Can You Be a Leader? . . . YES!

Leadership Skills Can Be Learned!

*Understanding Self —*

*Communicating —*

*Getting Along with Others —*

*Managing —*

*Working with Groups —*

*"Leaders, by and large, are not born — they are developed."*

# LEADERSHIP SKILL — UNDERSTANDING SELF

## ***ACTIVITY 1: Qualities of an Effective Leader***

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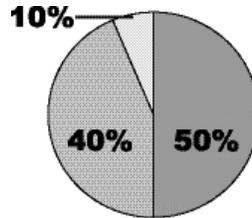
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## ***ACTIVITY 2: Build On Your Strengths***

*"What lies behind us and what lies before us are tiny matters compared to what lies within us."  
— Oliver Wendell Holmes*

# LEADERSHIP SKILL — COMMUNICATING

## ***ACTIVITY 3: Making a Good Impression***



### **Do's and Don'ts**

DO's:

DON'Ts:

Practice

Observing

***"Leadership is practiced not so much in words as in attitude and in action."  
— Harold Green, Founder of MCI Communications***

# LEADERSHIP SKILL — COMMUNICATING

## ***ACTIVITY 4: Group Communication Skills***

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*"Poor listening may come naturally, but good listening almost always requires effort and patience!"*

# LEADERSHIP SKILL — GETTING ALONG WITH OTHERS

## ***ACTIVITY 5: What's Your Style?***

no one style is good or bad and no one style is better or worse

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## ***ACTIVITY 6: What's in a Name?***

Individual Activity:

Group Activity:



# LEADERSHIP SKILL — GETTING ALONG WITH OTHERS

## **ACTIVITY 7: What it all Means?**

style for leadership

there is no right or wrong

**First**

**Second**

**Third**

**Fourth**

*"While we can't always chose what happens to us, we can always chose how we respond!"*

# LEADERSHIP SKILL — MANAGING

## ***ACTIVITY 8: Decision Making***

For example, suppose your club must decide on a slogan for their club T-shirts sales.

Someone from the club would be designated to contact the T-shirt printer to determine information such as what type of print and shirt is available, the cost of shirts, time needed to produce the shirts.

The group can brainstorm ideas, writing all of them down for consideration.

After brainstorming ideas, now the club can throw out the ideas that don't fit the criteria or image the club wants to project.

Select the most appropriate slogan.

Contact the T-shirt printer and have the shirts made.

Your club can evaluate the quality and popularity of the shirts and determine any changes to make next year.

*"If you don't know where you are going, how can you expect to get there?"*

# LEADERSHIP SKILL — MANAGING

## **ACTIVITY 9: Goal Action Plan**

### Steps to Achieving Goals:

#### **1. Goal**

Decide what YOU want!

Be Specific and WRITE it Down!

#### **2. Benefits**

What is the PAYOFF?

#### **3. Obstacles**

What stands in your way?

#### **4. Action Plan**

What resources do you HAVE?

What resources do you NEED?

What ACTION can you take?

#### **5. Completion Date**

When will you accomplish your goal?

# LEADERSHIP SKILL — MANAGING GOAL SETTING WORKSHEET

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1. Goal: \_\_\_\_\_

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2. Benefits: \_\_\_\_\_

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3. Obstacles: \_\_\_\_\_

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4. Actions: \_\_\_\_\_

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5. Date of Completion: \_\_\_\_\_

*"It takes a lot of courage to show your dreams to someone else." — Erma Bombeck  
Leadership Skill — Working with Groups*

# LEADERSHIP SKILL — WORKING WITH GROUPS

## **ACTIVITY 10: How are Groups Organized?**

informal group

formal groups

Groups That I Belong To:

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### ***Formal Leaders vs. Informal Leaders***

leader's

informal leadership

formal

*"The path to greatness is along with others."*

# LEADERSHIP SKILL — WORKING WITH GROUPS

## **ACTIVITY 11: Conducting an Effective Meeting**

formal leader

\_\_\_\_\_ **Open the Meeting on Time:**

\_\_\_\_\_ **Set the Proper Tone:**

\_\_\_\_\_ **Be Prepared and Organized:**

\_\_\_\_\_ **Stay with the Agenda:**

\_\_\_\_\_ **Encourage Participation:**

\_\_\_\_\_ **Maintain Control:**

\_\_\_\_\_ **End on a Positive Note:**

*"Coming together is a beginning; keeping together is progress; and working together is success."  
— Henry Ford*

# LEADERSHIP SKILL — WORKING WITH GROUPS

## ***ACTIVITY 12: Team Building Skills***

Supporting:

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Gatekeeping:

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Compromising:

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# LEADERSHIP SKILL — WORKING WITH GROUPS

Summarizing:

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Listening:

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Identifying Team-Building Behaviors:

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# LEADERSHIP SKILL — WORKING WITH GROUPS

## ***ACTIVITY 13: Trouble Shooting Group Behavior***

### **1. Can't Get Group Started:**

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### **2. Group is Quiet or Unresponsive:**

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### **3. Lack of Seriousness:**

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### **4. Chaos! Everyone is Talking at Once:**

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**5. Side Conversations:**

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**6. Group is Off the Subject:**

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**7. Cliques Forming Within the Group:**

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**8. Conflict Within the Group:**

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**9. You are Nervous:**

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# LEADERSHIP SKILLS ASSESSMENT GUIDE

# LEADERSHIP SKILLS ASSESSMENT GUIDE

Scoring

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Conclusion

REFERENCES