

PRESIDENT'S LACE TRAINING

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5 Levels of Leadership By John C. Maxwell

1. P_____ (Rights)
2. P_____ (Relationships)
3. P_____ (Results)
4. P_____ (Reproduction)
5. P_____ (Reputation)

GOALS:

YOUR GOALS for the Club this year

Leadership of Officers

- Clear Vision
- Ensure club officers know their responsibilities (Passing of the baton)
- Who will follow you as President?
- MONTHLY Executive committee Meetings
- You are responsible for Admin Oversight
 - California annual 199N tax filing
 - Club Constitution and By-Laws

Leadership of Members

- Distinguished Member Plan
- Education Awards Recognition
- Membership Growth
- Distinguished Club Program

Oversight of the Club

- Oversee the plan to achieve Distinguished Club program goals
- Ensure the club is Distinguished, Select or President's Distinguished
- Ensure an ongoing membership-building program
- Promote all education awards

Leadership at the Club Meeting:

- Timeliness
- Greet Guests
- Education and Entertainment (Respect and Rave)
- Club Mission
- Recognition of member achievements
- Report on DCP periodically (keep goals before team)

YOUR LEADERSHIP OPPORTUNITY

Set realistic and attainable **GOALS**

WRITE YOUR LEGACY STATEMENT

YOUR LEADERSHIP OPPORTUNITY

- ▶ Delegate tasks appropriately
- ▶ Be knowledgeable of the two tiered track of Communication & Leadership
- ▶ Leadership by example – Competent Leader Manual...how to get started

TIPS FOR COMPETENT LEADERSHIP MANUAL

1. Assign two *Competent Leadership* evaluators for every meeting
2. Ask members bring their *Competent Leadership* manual
3. Work with the Officers to promote implementation of the *Competent Leadership manual* at each club meeting
4. Ask VPE to give a speech on the CL Manual

FOUR ASPECTS of MOTIVATION and DELEGATION

1. Understand what motivates each person
2. Focus on the benefit to the individual
3. Set the bar high enough
4. Recognize their work in a manner that is appropriate to the person

FOUR STEPS OF MENTORING

Step 1: Identify and define issue

Step 2: Discuss strategies to resolution

Step 3: Establish concrete actions

Step 4: Accept responsibility but don't take on extra tasks or you'll make the job appear unattractive to others

What is Your Style?

Assertiveness (Control)

Persons “to the left of the line” tend to:
Go with the flow

<input type="radio"/>	Move more slowly & deliberately
<input type="radio"/>	Speak more slowly & softly
<input type="radio"/>	Lean backward, even when making a request or stating an opinion
<input type="radio"/>	Be more tentative & less forceful in expressing opinions, making requests, and giving directions
<input type="radio"/>	Be less confrontive
<input type="radio"/>	Let others take the interpersonal initiative
<input type="radio"/>	Be “ask” oriented
<input type="radio"/>	Decide less quickly
<input type="radio"/>	Be less risk oriented
<input type="radio"/>	Exert less pressure for decisions
<input type="radio"/>	Have less intense and less consistent eye contact.



Persons “to the right of the line” tend to:
Take control

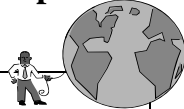
<input type="radio"/>	Move more rapidly
<input type="radio"/>	Speak more quickly, more intensely, and often more loudly
<input type="radio"/>	Sit upright or lean forward, especially to make a request or state an opinion
<input type="radio"/>	Be more emphatic when expressing opinions, making requests, and giving directions
<input type="radio"/>	Be more confrontive
<input type="radio"/>	Take the interpersonal initiative
<input type="radio"/>	Be “tell” oriented
<input type="radio"/>	Decide more quickly
<input type="radio"/>	Be more risk oriented
<input type="radio"/>	Exert more pressure for decisions
<input type="radio"/>	Have more intense and more consistent eye contact



Responsiveness (Emotion/Process)

Persons “above the line” tend to:
Prefer the formal / less emotion

<input type="radio"/>	Limit their use of gestures
<input type="radio"/>	Move more rigidly
<input type="radio"/>	Have less facial expressiveness
<input type="radio"/>	Seem more serious
<input type="radio"/>	Appear more reserved
<input type="radio"/>	Dress more formally
<input type="radio"/>	Be more controlled in their expressions of feelings
<input type="radio"/>	Focus more on facts
<input type="radio"/>	Appear more task oriented than people oriented
<input type="radio"/>	Be less interested in small talk, anecdotes and jokes
<input type="radio"/>	Make decisions based more on facts than emotions
<input type="radio"/>	Demonstrate more discipline in their use of time
<input type="radio"/>	Supervise in a more disciplined manner



Persons “below the line” tend to:
Prefer the informal / more emotion

<input type="radio"/>	Gesture more frequently
<input type="radio"/>	Move more freely
<input type="radio"/>	Have more facial expressiveness
<input type="radio"/>	Seem more playful
<input type="radio"/>	Appear more friendly
<input type="radio"/>	Dress less formally
<input type="radio"/>	Be freer and less guarded in their expression of feelings
<input type="radio"/>	Focus more on feelings
<input type="radio"/>	Appear more people oriented than task oriented
<input type="radio"/>	Be more interested in small talk, anecdotes and jokes.
<input type="radio"/>	Allow feelings to have a greater influence on decision making
<input type="radio"/>	Demonstrate less structure in their use of time
<input type="radio"/>	Supervise in a more personal manner



Social Styles



FACTORS	ANALYTICAL	DRIVER	AMIABLE	EXPRESSIVE
How to recognize	Indecisive, asks a lot of questions.	They like their own way; decisive strong points of view.	They want attention; to be liked and to be helpful.	They get excited.
Tends to ask	How? (The technical, analytical question.)	What? (The results oriented question.)	Why? (The personal non-goal question.)	Who? (The personal dominant question.)
What they fear	Making a mistake.	Someone wasting their time, trying to decide for them.	Rejection, not being cared for.	Boring explanations, wasting time with too many facts.
Best way to deal with	Give lots of data.	Let them be in charge.	Be supportive; show you care	Get excited with them. Show emotion.
Likes to be measured by	Activity. Keep busy, believes results will fall into place.	Results. Goal oriented.	Friends. If they still like me, I must be doing it right.	Applause and feedback.
Must be allowed to	Be let off the hook, not cornered or pressured to make a decision.	Get into a competitive situation. Likes to win.	Relax and feel good. Knowing you care.	Get ahead quickly. Likes challenges.
Will improve with	Skills of how to communicate with other people.	A position that requires cooperation with others.	A structure of goals and methods for achieving each goal.	Recognition and some structure within which to reach the goal.
Likes to save	Face: They hate to look bad or get caught without enough data.	Time. They like to be efficient.	Relationships. Friendship means a lot to them.	Effort. They like to find an easy way.
An effective leader will	Structure a framework or "track" to follow.	Allow him/her freedom to do things his/her own way.	Detail specific plans and activities to be accomplished.	Inspire him/her to bigger and better accomplishments.

It is important to be aware that these are merely tendencies and will vary from person to person. Based on "People Styles at Work and Beyond" by Robert Bolton & Dorothy Grover Bolton.

OPEN HOUSE COMMITTEE

- ▶ Analytical: Let's discuss the details.
Logistics, budget, room layout, schedule.
- ▶ Driver: Let's talk about our main goal.
New members, educational topics
- ▶ Amiable: Let's talk about hosting the members.
Accommodations, food, check in table, I can help
- ▶ Expressive: Let's talk about the big picture.
Promoting event, colorful decorations, who can help at event

THE EXECUTIVE COMMITTEE

Managing Club Finances

Typical expenses:

- ▶ Open houses, food, reproduction
- ▶ Expense for Website
- ▶ Trophies, ribbons, and certificates
- ▶ Administrative supplies
- ▶ Promotional material
- ▶ Educational material
- ▶ Speech contest material

Create a Club Budget

Typical revenue

- ▶ Member dues
- ▶ Donations
- ▶ Fundraising

Expenses should be approved by Executive committee and ensure you have a quorum to change membership dues.

Conduct Productive Executive Committee Meetings

1. Hold consistent meetings monthly, invite members too
2. Inform participants about the meeting with reminders
3. Include Immediate Past President(s)
4. Develop an agenda (Sample Template)
 - a. Set up action items for every officer, with time frames
 - b. Consider effective change, with team buy in
 - c. Update club success plan, with team involvement
 - d. Schedule club contests in advance
 - e. Respect attendees' time, start and end on time.
5. Affirm and recognize officer efforts and activity every time.
6. Encourage each officer to have mentee for replacement.
7. Stay connected in and out of meetings, show a united front to membership.

GOAL TRACKING

When your club meets the qualifying requirement and also does the following, it is eligible for Distinguished Club recognition at year-end:

Education

1. Two CC awards

Name: _____

Date award application sent: _____

Name: _____

Date award application sent: _____

2. Two more CC awards

Name: _____

Date award application sent: _____

Name: _____

Date award application sent: _____

3. One ACB, ACS, or ACG award

Name: _____

Date award application sent: _____

4. One more ACB, ACS, or ACG award

Name: _____

Date award application sent: _____

5. One CL, ALB, ALS, or DTM award

Name: _____

Date award application sent: _____

6. One more CL, ALB, ALS, or DTM award

Name: _____

Date award application sent: _____

Membership

7. Four new members

Name: _____

Date membership application sent: _____

Name: _____

Date membership application sent: _____

Name: _____

Date membership application sent: _____

Name: _____

Date membership application sent: _____

8. Four more new members

Name: _____

Date membership application sent: _____

Name: _____

Date membership application sent: _____

Name: _____

Date membership application sent: _____

Name: _____

Date membership application sent: _____

Training

9. A minimum of four club officers trained during each of the two training periods

Period: _____ (Districts submit training reports to World Headquarters online through District Central.)

Administration

10. On-time payment of membership-renewal dues accompanied by the names of renewing members for one period and on-time submission of one club officer list

Period: _____

Date sent: _____