

LEADERSHIP IMPROVEMENT PLAN

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I. Increasing personal effectiveness with others

A. Motivate

1. Learn and use phrases (De Blasi, 2000)
 - a) “How can I help?”
 - b) “What can we do to make this work?”
2. Do not use negative phrases (De Blasi, 2000)
 - a) “It’ll never work.”
 - b) “We’ve tried that before.”
3. Be positive
4. Choose correct attitude before meetings
5. Increase Creativity
 - a) Build a repertoire of brainstorming techniques
 - b) Gain problem solving experience on several committees

B. Improve Listening Skills

1. Remember only one-half of what is said is remembered (Credit Research Foundation)
2. Proper posture
3. Remove Distractions
 - a) Eye contact
 - b) Ask questions
 - c) Take Notes
 - d) Remember important words the speaker says. (Credit Research Foundation)
 - e) Eliminate preconceptions of what the speaker is saying; listen to what is said.
 - f) Do not argue mentally (Chopra, 2002).
 - g) Anticipate what is being said; check consistency with what was previously said. (Chopra, 2002)

C. Handle Criticism

1. Listen openly

- a) Remember the person perceives the criticism true even if it is not
- b) Address facts if not true (Entrepreneur.com)
2. Do not lash out
 - a) Do not bring more distance between criticizer and self
 - b) Seven breaths before speaking
 - c) Allow for possibilities that personal problems are influencing the criticism
3. Get a second opinion (Entrepreneur.com)
 - a) Seek trustworthy person
 - b) Evaluate what was said
4. Learn from the criticism

II. What I can do to increase the effectiveness of my group

A. Motivation – all items in I.

B. Planning

1. Develop short and long term goals
2. Institute methods for gathering data
 - a) Facts help define goals
 - b) Having data helps motivate (Credit Research Foundation)
3. Get many people involved
 - a) Helps with change when more people know – exposure
 - b) More people can find pitfalls and problems
 - c) Also many advantages can be found

C. Dealing with conflict (Credit Research Foundation)

1. Personality problems come from people with strong emotive
 - a) Limit emotional response
 - b) Do not become over involved in the problem
2. Team compatible people together
3. Team task and personality of person
4. Deal with situations while they are fresh

5. Utilize private consultations with the conflicting individuals
 6. Do not dwell on the subject of concern
 - a) Causes irritation
 - b) Impedes closure
 7. Never Argue
 8. Be Friendly and never argue
 9. Ascertain if the individual feels they are being treated fairly
- D. Delegating
1. A successful leader gets things done through others (Credit Research Foundation)
 - a) To get the job done
 - b) Freedom for other tasks
 - c) Have the team learn the parts of your job
 2. Delegate routine tasks (Pace Productivity)
 - a) Fact finding
 - b) Rough drafting
 - c) Data entry
 3. Have a plan for delegation
 - a) Not randomly
 - b) Selected items
 4. Do not delegate things that people do not like to do e.g. discipline
 5. I'm still the responsible entity for completion

III. Leadership Skills Needed

- A. Toleration
- B. Humor
- C. Fact getting
- D. Enthusiasm
- E. Sensibility

F. Decisiveness

G. Loyalty

IV. Assessment

A. Keirsey Temperament Sorter (www.keirsey.com)

B. Surveys with questions for each of the above lines

1. Pre and post

Concluding Paragraph

As an elected officer of the local union, I deal with many divisive issues that require making decisions that impact students and teachers. It is important as a leader to make decisions with as much information as possible, and relay that information to those invested in the decision. Because these issues can be weighty, the first objective I thought of improving was motivating others. The other objects deal with gathering information and handling criticism. For team improvement, I picked those characteristics I felt would make the organization run more smoothly.

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