



TRAINING TOOL: UNDERSTANDING LEADERSHIP

HOW GOOD A LEADER AM I?

INSTRUCTIONS: Place an “X” next to the qualities you believe you have already.
Place a “Check Mark” next to areas where you think you could improve.

I. Personal Qualities

Since as leaders we are in the campus eye, people around us are constantly aware of our actions. We need to check the impression we are creating – consciously or unconsciously – on others.

- I can relax. I do not give the impression of always being “in high gear”.
- I try to check my way of speaking, walking and acting so that I never appear snobbish or thoughtless.
- I remember that my personal appearance plays a part in my impression on others.
- I see to it that my voice is distinct and “sounds interested”.
- I know that the school at large is likely to judge the group I represent by my actions and attitudes.

II. Group Relations

How can we build a “team spirit?” Here are a few points that may help.

- I call people in the group by name.
- I try to learn something about them and their interests.
- I encourage other leadership and follow in my turn so that members of my group will feel we attack problems together.
- I don’t try to sell the group on my own ideas all the time.
- I draw all members of the group into active participation in the program.

III. Organization and Administration

The leader often has an administrative post in the organization. What can he/she do to make things click?

- I can be depended on to carry through on a job to the last detail.
- I keep appointments.
- I can plan and organize my own time effectively so that I get things done.
- I’m willing to give up a course of action that’s a favorite of mine if another is suggested that the group thinks is better.
- I delegate responsibility to other people and see to it that they carry through.
- I am willing to stand by a decision and carry it out energetically once it’s made.



IV. Conducting Meetings

What techniques are valuable to the leader of a meeting? When I conduct a meeting do the members feel we're getting things done and enjoy it too?

- I encourage participation, calling on people, or asking ahead of time for reports, so that everyone is alert to the discussion and many members are taking part.
- I give members of the group the feeling that what they say is valuable and helpful.
- I try to keep the group "on track" during discussions.
- I avoid allowing any member to do too much talking – even me!
- I sense when to bring the discussion to a close.