

# Effective Leadership

**Purpose:** To understand the elements of effective leadership

**Objectives:** This workshop will:

- give you the tools to become an effective leader
- help you define leadership
- identify the benefits of being a leader

**Benefits:** Participation in this workshop will:

- have you reflect on your own leadership style/skills
- provide practical advice on how to improve your leadership skills

**Supplies:** Some supplies are optional or can be substituted for other materials

- Cut-outs with names of leaders on it
- Tape (any type will do)
- Overhead projector with transparencies or overhead markers
- “Seven Habits of Highly Effective People” handout
- “Seven Habits of Highly Un-Effective People” handout
- “Personal Bank Account” handout
- “Who am I?” handout

## **Part 1 (15 min): Introduction to Workshop**

1. Introduce yourself
2. Review the “Purpose, Objectives and Benefits” (POB).
3. Activity—“Who am I?” (Refer to “Who am I?” handout). The purpose of the activity is to have participants begin thinking about famous leaders.
  - Every participant will have a name of a leader (fictitious characters are allowed) taped to their back without knowing which name they have.
  - Explain that the object of the game is to try to find out who they are by going around the room and asking yes or no questions.  
Sample questions:
    - Am I a female?
    - Is my hair curly?
    - Am I dead?
  - Participants cannot ask the same person more than 3 questions.
  - Once they think they know who they are, they must ask someone in the room, “Am I...?”
4. Debrief the Activity— Put up the names of the people/characters chosen for the icebreaker and have a discussion about a couple of them. Why were these people leaders? What are their characteristics? (Keep a list of all the characteristics for later use) Who do they lead? Why is their role important?
  - Make sure to discuss that leaders come in all shapes and sizes. You don’t have to be famous or have a “loud” voice to be heard. Some of the best leaders are very quiet or even shy.

## **Part 2 (10 min): Why is Leadership Important?**

1. Hold a discussion with the group about the importance of leadership.
2. Discussion topics: Why is leadership important? Why would anyone want to be a leader? What are the benefits of being a leader? What are the benefits for you as a participant? Some responses may include:
  - Become a role model for others
  - To do good for the community
  - Create change
  - To learn more about your hidden strengths and talents
  - It will make you more competitive for college
  - You will have access to more grants and scholarships
  - The skills can help you in the future (e.g. college, job/career, personal life)
3. What skills will you need to be a leader?  
Some ideas might include:
  - Confidence
  - Initiative
  - Determination
  - Critical thinking skills
  - Good listening skills
  - Good people skills

## **Part 3 (25 min): Effective Leadership**

1. Share with the participants that there are many books about leadership. One of the most noted books is Seven Habits of Highly Effective People. This book lists seven habits that will make any person an effective leader.
2. Distribute “Seven Habits of Highly Effective People” handout.
3. Go over the Seven Habits and discuss them briefly:
  - Be proactive
  - Begin with the end in mind
  - Put first things first
  - Think Win-Win
  - Seek first to understand, then to be understood
  - Synergize...work together to achieve more
  - Sharpen the saw
4. Ask participants if they agree with the seven habits or if they feel there is something that should be added.
5. Explain that just like there are Seven Habits of Highly Effective People, there are Seven Habits of Highly UN-EFFECTIVE people.
6. Distribute “Seven Habits of Highly Un-Effective People” handout.
7. Go over the Seven Habits and discuss them briefly:
  - React
  - Begin with no end in mind
  - Put first things last
  - Think Win-Lose
  - Seek first to talk, then pretend to listen
  - Don’t cooperate
  - Wear yourself out
8. Explain that everyone has a personal bank account (PBA), but instead of money in that account, there are good actions and bad actions. You make deposits and withdrawals from your account by the things you think, say, and do. When you

stick to an idea you hold strong, a deposit is made. When you break a promise, you feel disappointed and make a withdrawal.

9. Distribute the “Personal Bank Account” handout.
10. Give participants about 2 minutes to fill in some goals for their personal bank account.
11. Go back to a couple of leaders that were brainstormed in the beginning of the presentation and see if the leaders held any of the Seven Habits.

**Part 4 (5 min): Defining Leadership**

1. Break the participants up into groups of 3 or 4 and ask them to quickly (2 minutes max) come up with a one line definition of leadership. Remind them that it doesn't have to be perfect.
2. Each group should share back their definition.
3. Some actual definitions may include:
  - The process of social influence in which one person is able to enlist the aid and support of others in the accomplishment of a common task
  - Leadership is ultimately about creating a way for people to contribute to making something extraordinary happen.

**Part 5 (5 min): Workshop Debrief**

1. Relevant Questions
  - Which skill(s) do you feel is a strength of yours?
  - Which skill(s) do you feel that you need to develop more?
  - What do you feel was the most important thing you learned from today's presentation?
2. The purpose of this workshop was to help you understand what effective leadership is. You were able to define leadership, identify the benefits of being a leader, and learned tools to help you become an effective leader.
  - Were the objectives met?
3. Questions and Answers
  - Ask if any of the participants have any questions about the presentation.
4. Thank the participants for their participation!

# Who Am I?

## Objective:

Every participant will have a name of a leader (person/character) tapped to their back without knowing which name they have. Participants must ask yes or no questions until they figure out who they are.

## Rules:

1. Participants must only ask yes or no questions
2. Participants can only ask 3 questions to one person and then must move on

## Possible Leaders to use:

- Ghandi
- Martin Luther King Jr.
- Cesar Chavez
- Rosa Parks
- Hilary Clinton
- Barack Obama
- Malcolm X
- Emiliano Zapata
- Mother Teresa
- Frida Khalo
- George Washington
- Adolf Hitler
- Francisco Villa
- Rigoberta Menchu

# Seven Habits of Effective People

1. **Be Proactive** – Take responsibility for yourself and your actions

- Listen to your language use proactive language not reactive language
- Don't be a victim—people who feel like victims are easily offended and blame others
- Turn setbacks into victories—don't give up just because things get tough

2. **Begin with the End in Mind** – Define YOUR mission and YOUR goals in life

- Without an end in mind, people are quick to follow anyone who is willing to lead
- Start with your personal goals and set an example

3. **Put first things first** – Prioritize and put the important stuff first.

- Learn to prioritize and manage your time so that first things come first and not last.

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	The Prioritizer	The Procrastinator
<b>Not Important</b>	The YES-Man or Woman	The Slacker

4. **Think Win-Win** – Have an everyone can win attitude

5. **Seek first to understand, then to be understood** – Listen to people sincerely

- Prioritize other people's feelings before yours

6. **Synergize** – Work together to achieve more.

- Work smarter not harder!

7. **Sharpen the Saw** – Renew yourself regularly

- Stress is BAD! Renew your body, mind, heart, and soul!

# Seven Habits of UN-Effective People

1. **React** – Blame all your problems on someone/something else.

- Uses reactive language
- Is the victim
- Gives up

2. **Begin with no End in Mind** – Don't plan and avoid all goals

- Waste time
- Live forever mentality/attitude

3. **Put first things last** – Doesn't do what is most important

- Usually the Slacker or the YES-Man

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	The Prioritizer	The Procrastinator
<b>Not Important</b>	The YES-Man or Woman	The Slacker

4. **Think Win-Lose** – Sees life as a vicious competition

5. **Seek first to talk, then pretend to listen** – Loves to talk

- Will tell their side of the story first

6. **Don't Cooperate** – Why try to get along?

- Would rather work alone than bother with others

7. **Wear Yourself Out** – So busy with life and doesn't take care of self

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- Avoids exercise, stays away from nature, and stays away from inspiring things

# Personal Bank Account

How you feel about yourself is your personal bank account (PBA). You make deposits and withdrawals from your account by the things you think, say and do. When you stick to an idea you hold strong, a deposit is made. When you break a promise, you feel disappointed and make a withdrawal.

## Symptoms of a healthy PBA

- You stand up for....
- You don't care much about popularity...
- You are happy for others when...

## Symptoms of a poor PBA

- You cave into...
- You are overly concerned with others...
- You get jealous of...

If your account is low, don't worry. Start by making small deposits and eventually you will get your confidence back.

## Several ways to make deposits are:

Keep promises to yourself

Be honest with yourself

Be gentle with yourself

Renew yourself

Do small acts of kindness

Tap into your Talents

