



Cultivating Your Garden

Leadership 101

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Your Gardening Needs

- 🌿 Rake: Inclusion
- 🌿 Hoe: Organizational Skills
- 🌿 Spade: Succession Planning
- 🌿 Water: Communication
- 🌿 Fertilizer: Self-Esteem
- 🌿 Seeds: Mentoring



Introduction

Leadership development is the active process of cultivating the necessary traits, skills, and confidence an individual needs to manage a team effectively.





Inclusion

"A diverse mix of voices leads to better discussions, decisions, and outcomes for everyone."

~ Sundar Pichai



Inclusion

- ✍ When an organization is inclusive, members feel free to contribute their opinions and ideas; they believe their work has real value.
- ✍ According to Gallup, there are three core requirements for inclusivity.
 - ✍ Mutual respect
 - ✍ Active appreciation
 - ✍ Trust and vulnerability
- ✍ The heart of diversity and inclusion rests with recognizing everyone's humanity and acknowledging that our perspectives can be vastly different.



Inclusion

- ✍ Inclusivity is really about humans treating other humans well and supporting — rather than silencing — people’s differences.
- ✍ True inclusivity requires a deliberate approach and takes time.
- ✍ Steps to take:
 - ✍ Foster psychological safety
 - ✍ Listen and learn
 - ✍ Reimagine your culture



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Developing Organizational Skills

"For every minute spent organizing, an hour is earned."

~ Benjamin Franklin



Developing Organizational Skills

-  Time management
 -  Prioritize tasks
 -  Avoid multitasking
 -  Cut off distractions
 -  Schedule your break timings
 -  Accept your limitations



Developing Organizational Skills

Planning

-  "If you don't plan, you plan to fail."
-  Reduces the number of things that may go wrong
-  Reduces the risk of uncertainty
-  Helps identify solutions to problems
-  Good planning consists of several things
-  Lessons learned



Developing Organizational Skills

Delegation

-  Process of allocating and entrusting work to another person
-  Be aware of the strengths and limitations of the team

Prioritizing

-  Organizing tasks so that the most important tasks are done first
-  Makes life easier and less stressful
-  Create a to-do list
-  Understand which deadlines come first
-  Helps keep things on track and complete them on time



Developing Organizational Skills



Self-care



Getting a good night's sleep



Eating well



Keeping up good hygiene



Setting aside time for relaxation



Succession Planning

"A leader's lasting value is measured by succession."

~ John C. Maxwell



Steps to Succession Planning

-  Be proactive with succession planning
-  Keep an open mind
-  Make the vision known
-  Offer regular feedback to future leaders
-  Provide leadership training
-  Do a trial run of your succession plan
-  Succession planning should be a part of your Strategic Plan

In the long term, succession planning strengthens the overall capability of your club



Succession Planning

Succession Planning for Altrusa Club of _____ Branch County, MI _____

Directions: Ask each member to complete this form and return it to designated individual who will compile the information on all members. The compiled information for all members will be a valuable tool for the club's nominating committee and the club leadership in forming committees and looking for leaders for projects.

Member	Attendance	Service Hours	Current Role(s)	Leadership Roles For Last Five Years	What Leadership Role You Like to Assume in the Next Five Years?	What Skills/Assets Would You Bring to These Positions
Jane Doe	24/30	88	Vice President	2021-22	President	Very organized; good communication skills
				Director - 2019-21 - Liaison to Membership Committee		
				Literacy Chair - 2018-19		
				Literacy Assistant Chair - 2017-18		
			District ASTRA Chair	2021-23		
Susie Smith	19/30	43	Communications Committee Chair	2021-22	Club Director and Vice President	Good communications skills; strong computer skills
			Assistant Communications Committee Chair	2020-21		
			Service Committee Chair	2021-22		



Improving Communication

"The single biggest problem in communication is the illusion that it has taken place."

~ George Bernard Shaw



Improving Communication



Improve your listening skills



Practice active listening



Make a conscious effort to hear the complete message



Very carefully pay attention to the person speaking



Don't get distracted by what is going on around you



Don't form counter arguments



Don't allow yourself to get bored and lose focus



Improving Communication



Learn to manage your emotions



Monitor your physical response



If you are becoming emotional, identify the threat to you.



Maintain direct eye contact, but don't stare.



Disagree promptly and unemotionally.



If you are dealing with an angry person, consider what the “real” feeling is



Don't react too quickly.



Improving Communication



Improve your nonverbal communication



Pay attention to the other person's body language and facial expressions



Listen to their tone



Make eye contact while speaking and listening



Be receptive to feedback



Pay attention to both verbal and nonverbal feedback



Improving Communication



Communicate clearly and regularly



Make sure you stay on topic



Give your audience all the relevant information they need to understand



Communicate on a regular basis, e.g. send reminder emails



Building Self-Esteem

"Everybody is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid."

~ Albert Einstein



Building Self-Esteem

-  Identify troubling condition or situation
-  Become aware of thoughts and beliefs
 -  Pay attention to your thoughts about troubling situations
 -  Ask yourself if your thoughts and beliefs are true
 -  Would you say them to a friend?



Building Self-Esteem

-  Challenge negative or inaccurate thinking
 -  Ask yourself whether your view is consistent with facts and logic
 -  Are other explanations for the situation plausible
 -  Be aware that it can be hard to recognize inaccuracies in thinking



Building Self-Esteem

-  Pay attention to thought patterns that erode self-esteem
 -  All-or-nothing thinking
 -  Mental filtering
 -  Converting positives into negatives
 -  Jumping to negative conclusions
 -  Mistaking feelings for facts
 -  Negative self-talk



Building Self-Esteem

-  Adjust your thoughts and beliefs
 -  Use hopeful statements
 -  Forgive yourself
 -  Avoid “should” and “must” statements
 -  Focus on the positives
 -  Consider what you’ve learned
 -  Relabel upsetting thoughts
 -  Encourage yourself



Mentoring

"The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves."

~ Steven Spielberg



Mentoring

- Coaching and mentoring are very similar
- Focus is on the future
- Focus is also on broader skills for personal or career development



Mentoring

-  The goals of the Altrusa Mentors Program are to:
 -  Develop a better community
 -  Help Altrusans develop the skills, knowledge, and confidence to pursue leadership opportunities in Altrusa.
 -  Create an environment that encourages Altrusans to accept leadership roles
 -  Share experiences on how building leadership skills help in personal growth



Mentoring

-  Duties and Responsibilities of Mentors and Mentees
 -  Define your expectations
 -  Share your story and expertise
 -  Offer support



Mentoring

-  Duties and Responsibilities of Mentors and Mentees
 -  Communicate
 -  Be honest
 -  Actively participate



Mentoring

-  Duties and Responsibilities of Mentors and Mentees
 -  Be innovative and creative
 -  Get to know each other
 -  Be reliable and consistent
 -  Stay positive



Mentoring

-  Ground Rules
 -  Confidentiality
 -  Formalize your expectations
 -  Keep it real and realistic



Mentoring



Ground Rules



Decide how you will measure the success of your mentoring program



Maintain momentum

The way to get started is to quit talking and begin doing.

Walt Disney



Summary

"The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders, and continually develops them."
~ **John Maxwell**



Thank you

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