

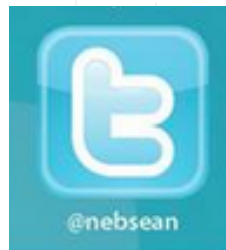
**Ready...Set...Let's  
LEAD!**

# HELLO!

## We are SEAN

We here because we love to give presentations....and advice.

You can find us and more info at:



# Where do I even begin?

## Answer: BACKWARD PLANNING

The key to accomplishment is creating a well thought out plan, to think about and accomplish every task necessary for an event to go off without a hitch.

**Begin by first thinking about the day of the event and working back to the present day.**

### The Process

1. What is your desired outcome?
2. List of tasks to be done BEFORE the program.
3. Be cautious of obstacles/distractions.
4. Use a calendar.
5. Lock in dates on all members' calendars.
6. Proceed with the next-to-last event.
7. Delegate tasks to team members.
8. Revisit schedule.

### Think & consider...

1. Attendance, cost, budget, attitudes prior to and after the event.
2. Publicity, space, reservations, travel arrangements, accommodations, etc. 3
3. Allow extra time to plan/know of other events & commitments.
4. Start with the last task to be completed before the event. Lock in specific dates.
5. Lock dates in all planners/calendars.
6. Continue working backwards.
7. Delegate DON'T assign. Be helpful & approachable.
8. Keep schedule on track.

# Programming Basics

## Program Concept

- ★ Determine goals.
  - What's the program for?
- ★ Brainstorm.
  - Think to match theme/goals.
- ★ Choose a program based on budget.

## Program Planning

- ★ Decide on a date/time.
- ★ Choose a venue/location.
- ★ Remember the budget.
- ★ Food.
- ★ Publicity.
- ★ Other
  - decorations, clean up, safety, etc.

## Execution & Evaluation

- ★ Day of the program
  - Be early to set up for the event.
- ★ Evaluate
  - determine success/shortcomings.
- ★ Thank-You Notes

# BRAINSTORMING

- Relax
  - Be comfortable around all of those you're with.
- Record
  - Select someone to write down ALL ideas.
- Focus
  - Decide WHAT you want to brainstorm & work diligently.
- Blurt
  - Everyone can blurt out suggestions. No criticism/evaluation. Quantity is goal. Combine ideas.



# Building a Team

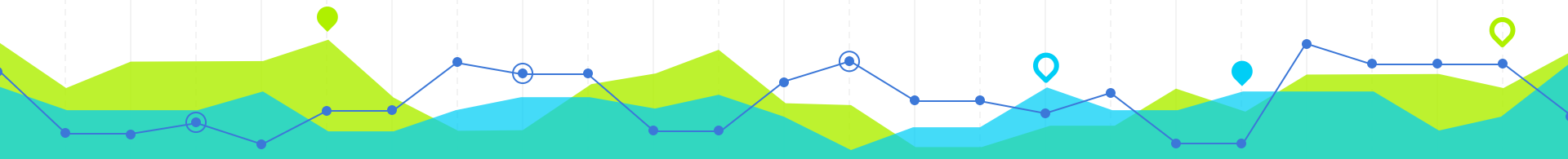
## Keys quality relationships:

- ★ Accept all opinions.
- ★ Celebrate differences.
- ★ Clarify how tasks and decisions are made.
- ★ Discuss strengths/challenges.
- ★ Establish norms.

## Start building community:

- ★ Ask questions.
- ★ Find commonalities.
- ★ Icebreakers.

**-Questions for community on the next Slide.**





## **CREATE COMMUNITY QUESTIONS:**

- When did you become interested in this organization?
- Why did you join?
- What do you hope to gain from this experience?
- What do we need from each other?
- What special skills/abilities do you bring to this organization?

# Making Decisions

## Team Decision Making Steps:

- ★ Determine problem in terms of need.
- ★ Generate possible solutions.
- ★ Evaluate/Test possible solutions.
- ★ Decide on a mutually acceptable solution.
- ★ Implement the Solution.
- ★ Evaluate the implementation.

## Keys to Successful Decisions:

- ★ Members agree on process of decision making.
- ★ Establish norms for the group process.
- ★ Members should remember to be open minded.
- ★ Avoid statements that shut down group discussion/personal attacks.



# Getting Involved.

## What's in it for you?

- Learning/practicing leadership skills.
- achievement
- growth
- participation
- making a difference
- interpersonal skills
- recognition
- having fun
- networking
- career options.

## Why get involved?

Research suggests that success in college is **STRONGLY** correlated to high involvement on campus.

## Get Started.

1. Talk to your academic advisor or organization of interest.
2. Talk to other students to gain info.
3. Go to a meeting **WITH** someone already involved in the org.
4. Grab a friend and go to the meeting together.

# Learn to Delegate!



## Reasons for Delegating

- ★ Distribute the workload.
- ★ Allow others to be involved.
- ★ Develop team members and their personal growth.



## When to Delegate:

- ★ When workload is heavy.
- ★ When someone has a skill set for the work.
- ★ When someone expresses interest in the task.
- ★ A member may benefit/grow from doing the task.



## Why it's difficult:

- ★ Tasks can be delegated inappropriately.
- ★ Seems easier to do it "right" yourself.



## What NOT to delegate

- ★ Tasks already delegated to you by someone else.
- ★ Items of your specified responsibility.
- ★ A member who does not have the skill set for the task.



## Basic Delegation Strategies:

- ★ Telling
- ★ Participating
- ★ Selling (Coaching)
- ★ Pure Delegating



## Before you delegate...

- ★ Does the task need to be delegated?
- ★ Choose the right person.
- ★ Define the job/expectations.
- ★ Set a Deadline.
- ★ Determine methods for follow-up.
- ★ Train your delegates.
- ★ Evaluate Performance
- ★ GIVE THEM RECOGNITION.

# Overcome Procrastination

## Getting Started:

- Divide and Conquer.
- Start with an easy part.
- Give yourself BIG rewards.
- Just get started already! ;)

## Avoiding distractions:

- Strong Emotions.
  - Take time to work through issues that bother you.
- Random Thoughts.
  - Write down your ideas & go back to them later.
- Fear.
  - Know your deadlines & begin early.

# \$\$ Managing Money \$\$



## Role of Treasurer:

- ★ Know your budget.
- ★ Track Expenditures.
  - use a spreadsheet, word doc, mint.com
- ★ Maintain Records.
  - For future treasurers.
- ★ Keep Receipts.
  - You must have proof to receive allocations.
- ★ Collect & Track Dues.
  - develop a system.
- ★ Have a System.
  - Share it with members and make efficient.



## Fundraising

- ★ Add Something Extra
  - If you have a well established fundraiser already...
- ★ Think Outside of the Box
  - What do potential customers need/want?
- ★ Try Something New
  - Keep in mind upfront costs.
  - Make sure it meets your college's requirements.



## Additional Funding

- Student Programming Board
- Multicultural Support Services.
- Residence Hall Association.
- The President's Office.



## Allocations (Generally)

-Money given to your club by Student Council to support your yearly activities.

The President & Treasurer receive information about the allocation process. This is a good time to revisit your budget.

# Planning a Retreat!

## Why have a retreat?

- Build your team.
- Have Fun!
- Introduce new members.
- Learn more about each other.
- Motivate members.
- Set Goals.
- Resolve group conflicts.
- Provide workshops.
- Evaluate progress of goals.

## When and Where to Have one:

Retreats are usually done at the beginning of the year/semester, but can be done when necessary.

Can be used as a mid-semester refresher or new officer installation.

Usually one day off campus.

## Steps to planning one:

1. Set Goals
2. Budget
3. Agenda
4. Evaluation

## **RETREAT CHECKLIST:**



- Choose a date.
- Reserve a date.
- Delegate tasks to committee members.
- Contact facilitators/speakers.
- Make meal arrangements.
- Create handouts/gather equipment.
- Determine retreat format/info.
- Inform members of cost, travel, sleeping & food.
- Have committee meetings to form agenda, responsibilities and completing of tasks.



# Increase, Retain & Recognize Membership

## What group members need:



- ★ Sense of Belonging
- ★ Knowing group goals.
- ★ Group makes a difference.
- ★ Taking on new responsibilities.
- ★ Being challenged.
- ★ Having confidence in org. leaders.

## Reasons to recognize members:



- ★ Working on a successful program.
- ★ Remaining positive & supportive.
- ★ High meeting attendance.
- ★ Taking on a challenge.
- ★ Volunteering for an undesirable task.
- ★ Being open to new ideas.

## Approaches to Recruitment:



- ★ Personal Contact/Word-of-Mouth
- ★ Announcements/Advertising
- ★ At Next Event
- ★ Social Media
- ★ Work with other groups
- ★ Be available
- ★ Organization fair

## Member Retention:



- ★ New Member Orientation
- ★ Incorporation
- ★ Enjoyment

## Ways to Recognize Members:



- ★ Tell them!
- ★ Write a note.
- ★ Create a monthly award.
- ★ Create a traveling award.
- ★ Recognition plaques.
- ★ Post on social media.
- ★ Give an incentive.
- ★ Social banquet/event.
- ★ Nominate for Campus awards.

# Publicity and Promotion

## How to Advertise:

- ★ Posters
- ★ Campus/Community Newspapers
- ★ Campus/Community Radio Stations
- ★ Word-of-Mouth
- ★ Teaser Events
- ★ The Small Things
  - Daily emails, table tents, mailbox stuffers.



## Helpful Hints:

- ★ Brainstorm teaser events.
- ★ Ask other clubs with successful events for advice.
- ★ Have your advertisements approved and placed in acceptable locations.

## Design Tips:

- Keep it Simple
- Limit Fonts & Sizes
- Leave White Space
- Spell Check
- Include name/logo
- Save your work!



# Running an Effective Meeting

- Define purpose of meeting.
- Know structure of meeting (formal/informal).
- Plan for environment of meeting & unexpected.
- Develop an agenda
  - Purpose, topics, time est.
  - Items of business.
- Choose meeting time/length.
- Arrange room.
- Keep meeting time/place consistent.



- Try to keep meetings less than an hour to maintain focus.
- Never start without a goal in mind.
- Send out agenda prior to meeting.
- Begin promptly.

- Write/distribute minutes ASAP.
- Discuss problems that occurred with members/officers.
- Follow up on delegated tasks.
- Put unfinished business on agenda.
- Give recognition/appreciation to members for achievements.

- Greet members, especially new ones.
- Try to serve refreshments.
- Start on time, finish on time.
- Encourage discussion/feedback.
- Stay on topic/focused.
- Keep minutes/minute taker.
- Leader should serve as a role model.
- Announce the next meeting date/time.



# Setting Goals

## Short Term Goals

- Goal “Stepping Stones”
- To-Do List
- Write it Down

## Long Term Goals

- The Big Picture
- Cover Everything
- Brainstorm
- Write It Down

## Set SMART Goals:

- S-Specific/Significant
- M-Measurable/Meaningful
- A-Attainable/Action-Oriented
- R-Relevant/Rewarding
- T-Time-Bound/Trackable

# Stress Awareness

## Facts about Stress:

- It's how we respond to events---not the events themselves.
- It's unavoidable, avoiding it causes more of it.
- Not all of it needs to be controlled.
  - + gives motivation
  - negative/emotional/physical is bad.
- Find out the facts before you stress.

## Analyze Your Stress & Deal with it:

- Self-Analysis
- Time Management/Planning
- Get Organized
- Eat Right & Exercise
- Sleep
- Reward Yourself
- Learn to say “no”.
- Learn to Delegate

## Develop a Support System:

Get things off of your chest by talking to a friend, family member, or trusted staff or faculty.



# Steps to Effective Time Management

Make a to-do list in the morning or evening.

Just get it all written down.

Don't worry about importance.

Assign:

- “A” to thing that must be done *today*.
- “B” to task that should get done.
- “C” to items that could be deferred to the next day.

#1 Organizing

#4  
Final Hint

#2  
Prioritizing

#3  
Scheduling

Ask yourself:

*“What the best use of my time right now?”*

After prioritizing fit it into your schedule and keep your schedule flexible.

Leave room for breaks, socializing & casual interruptions.



# Create an Effective To-Do List

- Make the list realistic.
- Don't overestimate the amount of items.
- Estimate your time/schedule.
- Put everything on ONE LIST.

Make tasks  
"do-able" &  
Integrate Lists

Feel good  
when  
Finished

Don't regret failures or feeling frustrated to what hasn't been accomplished yet.

Feel good for what you accomplished and move on to tomorrow.

Find a time of day that works best for specific tasks.

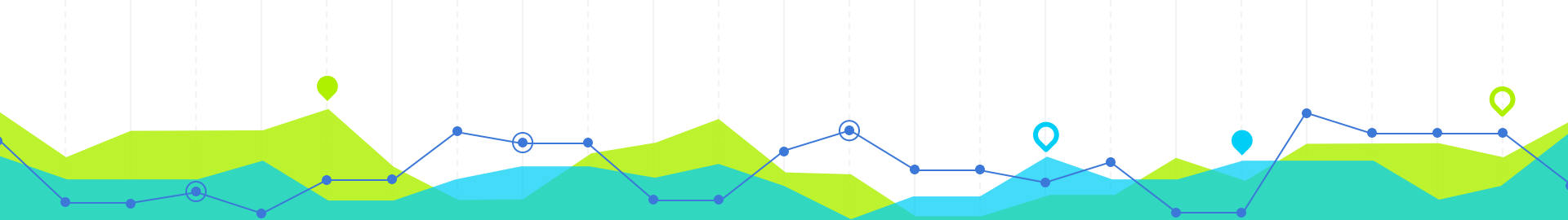
Establish  
a Daily  
Routine

Make time  
for  
socializing

Have fun or your productivity must suffer.

Spending time alone or with others makes you feel revitalized and gives you energy to move on.



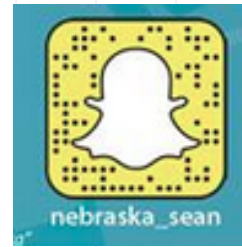


**Be SEEN with  
SEAN!**

# THANKS!

## Any questions?

Otherwise you can find us at:



## CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Unsplash](#)
- *Tiger Skills* by Dr. Carrie Petr and Doane College Leadership Offices



# PRESENTATION DESIGN

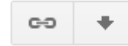
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