



Minnesota Women of Today

Leadership Toolbox – Introduction: Being a Leader

Welcome to the MNWT Leadership Toolbox Series.

Within the Minnesota Women of Today (MNWT) you will find the leadership Subcommittee an active group within the Membership Management Committee (MMC). The purpose of this subcommittee is to support MNWT members and offer you tools that will lead to personal growth, self-confidence, and Leadership skills. In this series the Leadership Subcommittee will cover various tips and tricks, along with one-on-one and group training to support you in your position. It is never too late to learn something new. Whether it is your

first time in your current position, tenth time, or you are just looking to gain personal leadership skills, this series is right for you. The idea is to review the toolbox at the beginning of each year you are in a leadership position. Once you have the skills needed, refer to them when you come across a difficult situation that may need added support.

There are currently seven separate training courses and two activities within the Leadership Toolbox Series. They are each reasonable, achievable and two to four pages. Every year they are looked at and updated as needed. If at any time you would like an in person or zoom training for your chapter or district, please contact the MNWT Membership Vice President (MVP) mvp@mnwt.org or the MMC Chair mmc@mnwt.org.

Trainings

- Introduction: Being a Leader
- Setting Goals
- Growing in Your Leadership Role
- The Negative Effects of Can't
- Succession Planning for Chapters
- Positive Communication Skills
- Positive Reporting

Activities

- Positive Gossip
- The Power of Our Words

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Leadership starts with you.



Balancing Leadership and Management

To be an effective leader, it's important to have management skills as well. It is possible to keep the business running on time, and guide people to achieve their potential by fostering an environment where everyone can do what they do best and be recognized for it.

As a leader ask "What" and "Why".

As a manager ask "How" and "When".

Practice and Implement:

Recognize successes / Provide positive feedback / Mentor / Set attainable goals / Show Empathy / Share you Vision / Inspire Change / Establish stability and integrity / Be proactive / Clear Communication / Share Expectations / Ask for feedback

Leading & Motivating Others

- The most essential quality needed to motivate others is a caring attitude. It is important that you sincerely care about their feelings, their success, and their growth.
- People need to feel that what they do makes a significant contribution. You can help them see that their actions are worthwhile by showing your appreciation.
- Create opportunities for people to succeed. With a newer member, find small ways that they can help - pair them with a more experienced member. Be sure to give them all the necessary tools they need to succeed.
- Stop seeing obstacles and start seeing opportunities for growth. Welcome challenges and visualize the positive consequences that can come out of the situation.
- Give plenty of positive feedback and affirmations. Examples you can use:
 - "I like the way you handled that situation."
 - "You really have a good attitude."
 - "I admire your commitment" (or determination, creativity, etc.).
 - "You can do it!"
- Be available as a resource, someone others can call on to confide in, ask for assistance or just to talk with. Let members come to you.
- If you do need to help, begin by offering ideas of what they can do to make the task more manageable. For example, suggest that they break down the job into several smaller ones and prioritize them. Resist the urge to "take over" and do it yourself. It's not about doing it your way. Allow the person to learn, grow, and keep their self-worth intact; give them opportunities to grow the task/project into something they will value.
- Take time to explain expectations and ideas with those working under you. By doing so, you develop a caring relationship, one that makes them feel special and important. People will want to do their best, partly because they won't want to disappoint you.
- Value every person's concerns and acknowledge their feelings. When someone knows that they are being heard, they are more likely to continue putting forth the effort to get the job done.
- Ask others for advice and allow them to be creative. Encourage new ideas and when received, support them. Let members know that their opinion is welcomed and valued.

Minnesota Women of Today Chapter Service Center

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