

## Examples of Developmental Activities to Strengthen Selected Leadership Skills

COMMUNICATING ORALLY	COMMUNICATING IN WRITING	TEAMBUILDING	MOTIVATING OTHERS	PLANNING AND ORGANIZING	PROBLEM SOLVING	THINKING CREATIVELY
<p>MAKE A PRESENTATION AT A STAFF MEETING AND/OR A PROFESSIONAL CONFERENCE</p> <p>ATTEND A CLASS ON SKILLS FOR COMMUNICATING IN DIFFICULT SITUATIONS</p> <p>SET UP MEETINGS WITH PEOPLE IN JOBS LIKE YOURS TO TALK ABOUT YOUR COMMON ISSUES</p> <p>HOLD A MEETING WITH STAKEHOLDERS TO GET CUSTOMER FEEDBACK, IDEAS</p> <p>HAVE A BROWN BAG LUNCH WITH COLLEAGUES TO DISCUSS AN ARTICLE OF SHARED INTEREST—MAYBE ON A COMMUNICATION TOPIC</p> <p>HOLD LISTENING SESSIONS WITH EACH INDIVIDUAL OR GROUP IN YOUR PART OF THE ORGANIZATION</p> <p>TEACH A CLASS ON A SUBJECT YOU KNOW WELL AT YOUR OFFICE OR OTHER VENUE</p> <p>SELECT A GREAT COMMUNICATOR TO SHADOW, TALK WITH, AND FROM WHOM TO GET INPUT AND FEEDBACK</p>	<p>READ, <u>BUSINESS WRITER'S HAND-BOOK</u> BY ALRED, ET.AL.; TRY A TECHNIQUE FROM THE BOOK ON A REAL WRITING TASK</p> <p>TAKE ON WRITING ASSIGNMENTS YOU USUALLY AVOID— WRITE MORE!</p> <p>ARRANGE WITH A SKILLED COLLEAGUE TO GET FEEDBACK ON YOUR WRITTEN WORK PRODUCTS</p> <p>TAKE A CLASS ON BUSINESS WRITING AND SHARE TOOLS WITH COLLEAGUES</p> <p>DEVELOP MODEL LANGUAGE FOR TYPICAL WRITING TASKS; SHARE WITH COLLEAGUES</p> <p>WRITE A SERIES OF SHORT, SHORT STORIES (ONE PAGE OR LESS) AND ASK FRIENDS FOR FEEDBACK</p> <p>RESEARCH TIPS FOR EFFECTIVE WRITING AND SHARE WITH COLLEAGUES</p> <p>TAKE A WRITING COURSE SPECIFIC TO YOUR JOB APPLICATIONS—PROPOSAL WRITING, BUSINESS CORRESPONDENCE, POLICY PAPERS, ETC.</p>	<p>READ <u>GETTING TO YES</u> BY FISHER, URY, PATTON, FOR INTEREST-BASED NEGOTIATION STRATEGIES</p> <p>TAKE A CLASS IN GROUP FACILITATION TECHNIQUES</p> <p>ARRANGE TO OBSERVE STAFF MEETINGS OF OTHER GROUPS TO GET IDEAS ABOUT HOW TO RUN MEETINGS</p> <p>CONDUCT A SURVEY OF YOUR CO-WORKERS TO FIND OUT WHAT THEY THINK COULD BE DONE TO STRENGTHEN YOUR GROUP AS A TEAM</p> <p>OFFER TO FACILITATE MEETINGS IN OTHER PARTS OF YOUR ORGANIZATION; CONCENTRATE ON THE TEAM PROCESS, NOT THE CONTENT</p> <p>HAVE A TRAINER CONDUCT A MEYERS-BRIGGS WORKSHOP WITH YOUR WORK GROUP</p> <p>VOLUNTEER TO TEACH/ MENTOR A COLLEAGUE WHO WANTS TO IMPROVE HIS OR HER TEAM SKILLS</p> <p>CONDUCT A TEAM BUILDING RETREAT WITH YOUR WORKGROUP</p>	<p>READ, <u>DRIVE—THE SURPRISING TRUTH ABOUT WHAT MOTIVATES US</u> BY DANIEL PINK</p> <p>TAKE A CLASS ON TEAM LEADING, PROJECT MANAGEMENT, AND/OR MOTIVATING EMPLOYEES</p> <p>MAKE A CONSCIOUS EFFORT TO "SELL" IDEAS TO OTHERS IN STAFF MEETINGS</p> <p>JOIN A DEBATE TEAM OR CLUB SO YOU CAN PRACTICE PERSUASIVE ARGUMENTATION</p> <p>SEEK ACTING POSITIONS AT YOUR OWN LEVEL AND AT THE NEXT LEVEL SO YOU CAN EXPERIENCE LEADING DIFFERENT GROUPS OF EMPLOYEES</p> <p>VOLUNTEER TO LEAD A SPECIAL PROJECT WITH THE GOAL TO MAXIMIZE EVERYONE'S LEVEL OF ENGAGEMENT</p> <p>TAKE A CLASS IN THE PSYCHOLOGY OF HUMAN MOTIVATION TO WORK</p> <p>INTERVIEW EACH OF YOUR CO-WORKERS TO FIND OUT WHAT IS MOST MOTIVATING TO HIM OR HER</p>	<p>READ, <u>EXECUTION—THE DISCIPLINE OF GETTING THINGS DONE</u> BY BOSSIDY, CHARAN, BUCK</p> <p>TAKE A CLASS IN PROJECT MANAGEMENT TO GET IDEAS ABOUT HOW TO PLAN, DOCUMENT AND TRACK AND EVALUATE WORK</p> <p>TAKE A CLASS IN SUPERVISION SKILLS TO GET IDEAS FOR MANAGING AND COORDINATING PEOPLE</p> <p>RESEARCH PROJECT MANAGEMENT SOFTWARE AND SELECT OR RECOMMEND ONE FOR TRIAL OR PURCHASE</p> <p>TAKE PART IN THE BUDGET PROCESS, FOCUSING ON CONNECTION BETWEEN PRIORITIES AND RESOURCES</p> <p>HAVE A TRAINER CONDUCT A TIME MANAGEMENT WORKSHOP WITH YOUR WORKGROUP</p> <p>CONDUCT A STRATEGIC PLANNING RETREAT WITH YOUR WORKGROUP</p> <p>MEET WITH EACH EMPLOYEE TO DISCUSS HIS OR HER DEVELOPMENT NEEDS AND INTERESTS</p>	<p>READ, <u>CRITICAL THINKING—50 BEST STRATEGIES</u> BY LEWIS TO GET A SENSE OF JUST WHAT CRITICAL THINKING MEANS</p> <p>TAKE A CLASS IN CRITICAL THINKING; TRY APPLYING AN ANALYSIS TOOL FROM THE CLASS TO AN ISSUE IN YOUR WO; RKPLACE;</p> <p>DISCUSS A WORK ISSUE WITH COLLEAGUES; USE A MAPPING PROCESS TO SHOW THE ISSUE IN ALL ITS DIMENSIONS</p> <p>DEVELOP AN EVALUATION TOOL OR TEMPLATE FOR YOUR WORKGROUP TO USE IN REVIEWING YOUR ORGANIZATION'S OUTPUTS</p> <p>PROVIDE TRAINING IN A PROBLEM SOLVING PROCESS YOU FOUND OR DEVELOPED AND WANT PEOPLE IN YOUR WORKGROUP TO USE</p> <p>LEARN EXCEL AND HAVE EVERYONE IN YOUR WORK GROUP LEARN IT AND USE IT</p> <p>HAVE EVERYONE IN YOUR WORKGROUP READ "DECISIONMAKING TRAPS", AN HBR ARTICLE AND HOLD A MEETING TO DISCUSS</p>	<p>READ <u>ORBITING THE GIANT HAIRBALL</u> BY MCKENZIE, TO LEARN ABOUT HOW TO BE CREATIVE IN LARGE ORGANIZATIONS</p> <p>INTRODUCE BRAINSTORMING ON ISSUES AS A STAN.DING AGENDA ITEM AT STAFF MEETINGS</p> <p>IDENTIFY PART OF YOUR JOB YOU COULD DO DIFFERENTLY AND GIVE IT A TRY!</p> <p>TAKE THE FOURSIGHT SELF-INSIGHT QUESTIONNAIRE TO UNDERSTAND HOW YOU CONTRIBUTE TO INNOVATION</p> <p>TRADE JOBS WITH A COLLEAGUE--THINK IN COMPLETELY NEW WAYS WHEN YOU DON'T HAVE MUCH CONTENT KNOWLEDGE</p> <p>CHALLENGE YOUR WORKGROUP TO COME UP WITH PROCESS IMPROVEMENTS</p> <p>OFFER PEOPLE IN YOUR WORKGROUP 2-4 HOURS A PAY PERIOD TO DO ANYTHING THEY WANT AS LONG AS IT COULD HELP THEIR WORK</p> <p>HAVE EVERYONE READ AN ARTICLE ON THINKING OUTSIDE THE BOX AND SET UP A MEETING TO DISCUSS</p>