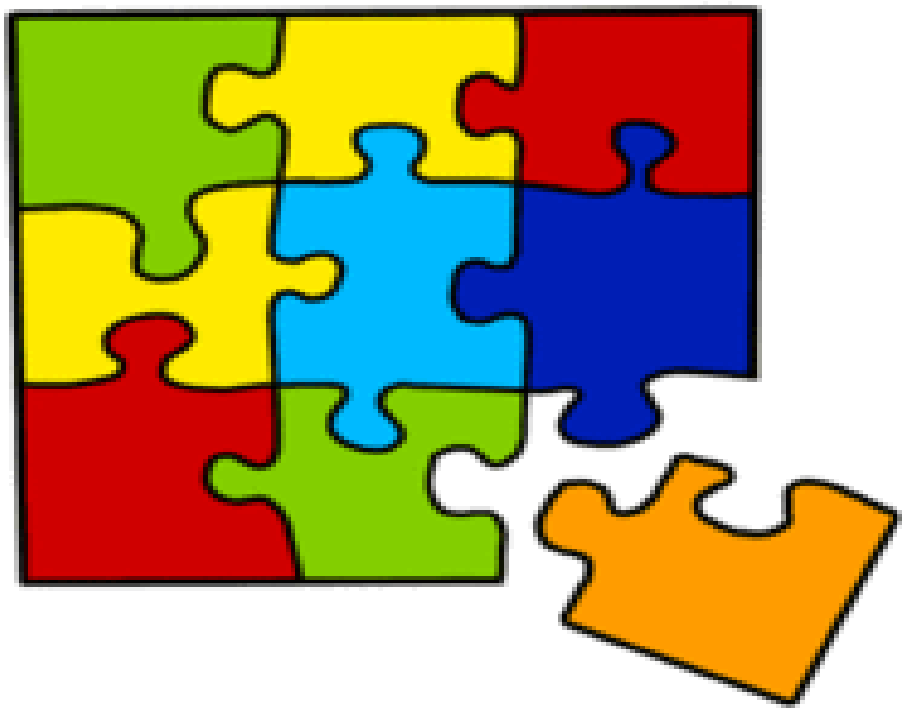
TOOLKIT



DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

PI STATE

LEADERSHIP DEVELOPMENT TOOLKIT

2017 - 2019

LEADERSHIP DEVELOPMENT TOOLKIT
Theme 2017: Opportunities to Connect

Prologue/Introduction

Members of DKG are dedicated, educational leaders who must be committed to developing opportunities to connect with one another, and to **encourage, mentor and coach** new members. It is of paramount importance that each of us become actively engaged in the life of our chapters, and state association by giving strong consideration to actively serving in leadership roles within our chapter, region and state. Long before our more distinguished, accomplished members prepare to step back from leading the DKG charge, we must ensure that others are ready to seamlessly transition into leadership positions as chairs and officers.

In order to facilitate a seamless transition, current and past officers and chairs, must champion the leadership development charge. If we are to prepare novice teachers, and chapter members to connect, communicate and collaborate, that should ultimately assist them to transition into becoming future leaders in this great organization, it will require that everyone puts forth their best effort. The first step before considering an office, or committee, is for members to exhaust every opportunity to become informed about DKG, Pi State and their chapter's mission, goals, objectives, Bylaws and Standing Rules.

- ***Top Seven Past LDC Accomplishments*** *(2012 - 17)*
  In conjunction with the State Executive Committee, the Leadership Development Committee:

  Planned and implemented interactive, collaborative seminars for incoming committee chairs and chapter presidents.

  1. State Committee Chairs, August 2015; emphasizing State By-laws and Standing Rules.

2. Chapter Presidents, August 2016; Bea Small Speakers Fund supported the engagement of Sandy Voigt to work with the presidents. The first ever Go-to-Meeting visitation with international speaker, Nita Scott, Membership Services Administrator, was also held during the seminar.

3. Designed and implemented interactive, informative follow-up sessions at the fall 2016 Executive Board Meeting at Woodcliff, and at spring 2017 Convention in Cooperstown.

4. Provided to all incoming chapter presidents guidelines, handbooks, and leadership materials from international.

5. Actively engaged participants while displaying accessibility of leadership development information on DKG and Pi State Websites.

6. Stressed the importance of *Pi Lights* for Committee Chairs to share information about their Committee and for presidents to share chapter information in "The Pride of Pi"

7. Provided availability of FDF Sales at both seminars

Specifics about the Toolkit

The Pi State Leadership Development Toolkit is designed to guide chapter presidents as they prepare their members for leadership. The toolkit is a "dynamic document" that will continue to evolve as additional information and resources become available.

The toolkit was conceived and developed by the Pi State Leadership Committee with support and encouragement by Mary Martha Harvey, our newly elected President. The primary resources for this toolkit were

collected from leadership websites of NYSED, ASCD, Selective references from popular leadership courses, workshops and seminars.

- **Leadership Development Committee**

    - Current membership of the Pi State Leadership Development Committee are:
      Jeanne Schenk – Co-Chair, ***Alpha Tau***
      Dr. Margie Lovett-Scott – Co-Chair, ***Alpha Alpha***
      Mary-Martha Harvey – Pi State President, ***Omega***
      Diane Bootie – ***Sigma***
      Karen Crumley – Executive Secretary, ***Tau***
      Dr. Renee Funke, **Kappa**
      Sue Kenoyer – First VP and Registrar, ***Psi***
      Jennifer Lee-Alden – Second VP, ***Beta Omega***
      Dr. Faith Prather – ***Alpha Alpha***
      Eleanor Robinson – Parliamentarian, ***Gamma Delta***
      Jean Sekel **- *Pi***
      Joan Slagle – FDF Sales, ***Beta Omega***

- ***What is Leadership?***

  Leadership has nothing to do with a person's position, title, or seniority. Kruse, of Forbes suggests, *"Leadership is a process of social influence which maximizes the efforts of other, towards the achievement of a goal."* Leaders are visionaries, who are skillful in engaging others to achieve quality outcomes. The true leader understands that, you're only as good as your team. Therefore, focuses on 'We" rather than "I" (Kruse, 2013).

  Strategic Leadership- Utilizing persuasive strategy to motivate and convince others to acquire or commit to the leader's strategic vision (Kruse, 2017).

Sustainable Leadership- Leadership that lasts despite turnover in leadership. It is the ability to continue a defined behavior indefinitely from one leader to the next. Long after the charismatic leader leaves the team continues striving to achieve its goals.

Two great, must read articles:

- Six Keys to Successful Change Management. ASCD article, Just, P. Click the link below to visit *ASCD Express*, scroll down to Feature Articles to access full article. Vol. 12, No. 18. Copyright 2017 by ASCD. All rights reserved. Visit www.ascd.org/ascdexpress.

- Ten Dimensions to Holistic Leadership. ASCD article, Bevan, RM. Click the link below to visit *ASCD Express*, scroll down to Feature Articles to access full article. Vol. 12, No. 18. Copyright 2017 by ASCD. All rights reserved. Visit www.ascd.org/ascdexpress.

- ***What is Leadership Development?***

Many have heard the phrase, "leaders are born and not made." Some leaders may be born, but many more are made. Even those with seemingly, natural leadership abilities, benefit from skills development through focused training (Lagace, 2006, Dec 18), mentoring, and coaching.

Leadership development is used to help identify future leaders and to strengthen existing leadership teams. Traditionally, the focus has been on developing the aptitudes and attitudes of leaders based on the individual's knowledge. Today, leadership development is accomplished with the vision of the organization as a whole in mind. Thus, leadership development is also a means of grooming leaders that match the needs of the organization (Lagace, M. (2006, Dec 18).

- ***Collaboration and Communication*** – As leaders interact, network, and consult with members of their team, it is critical that communication be clear, non-threatening and followed up with support, if it is to be effective. Fully participating teams arrive at decisions together (Egly, 2015), rather than being told what to do.

- ***Coalition Building*** - A group of individuals and/or organizations with whom we build relationships (Egly, 2015; Just, 2017; Bevan, 2017). Such relationships as, those we build with elected officials and Boards of Education, to maximize outcomes and influences public education policy are essential for growth.

- ***Team Building*** - Working together to achieve the best possible outcomes. This demands, interdependence, group accountability, and trust. Success or failure is not the fault of one individual, rather all are responsible (Carnegie, A. in Egly, 2015). We must watch for and nurture the weak links.

    - Incorporate 2-3 minute skits, and/or case studies into team building sessions. They are excellent at facilitating learning.
    - Skits: Identify a chapter problem
        - A 10 – 15 minute analysis by breakout groups instructed to reach consensus regarding the problem and solution yield great outcomes.
        - Refine, or redefine the problem
        - Identify Solution(s)
        - Share recommendations
    - Case study around solving a leadership problem
        - Decreasing membership
        - Ageing membership
        - Disinterest in serving in leadership roles
        - Interested but unprepared to transition into leadership positions

Power point slides on leadership development topics posted in this Toolkit contains information that should be helpful in assisting new chairs and officers to transition into their new roles.

- *The Agenda and How to Conduct a meeting – "Robert's Rule"*
- *Boards and Committees*
- *Bylaws*
- *Debate*
- *Handling Motions*
- *Motions, Part 2*
- *Members*
- *Minutes*
- *Nomination*
- *Officers*
- *Presiding*
- *Puzzling out Parliamentary Procedures*
- *Voting*
  (Robert's Rules of Order, 2011, 11th ed)

Additional Team Building Resources

- *Review a Basic Financial Statement* (**See Appendices, Red Book of Pi State Annual Reports, 2017**)*. Ask questions , if information unclear)*
- *Simple Budget Review* (**See Appendices, Red Book).**Make sure your committee has what it needs to conduct its business)
- *Workshops & Seminars* (Create a personal repository using handouts*)*
- *References*
- *Education News Updates from Judy Wadsworth* **(Contains valuable information, links to great articles)**
- *Links to Webinars*
- *Building a Culture of Commitment to Leadership*

- *Embracing Diversity* (age, race, ethnicity)
- Video clips **(Alpha Alpha Recruitment Video), Click Below:**

CLICK HERE to view our new recruitment video

Moving forward 2017 and Beyond

- Mini Leadership Development Institute **(Pilot at a future conference)**
- Develop 5 or 6 short half hour sessions for ongoing leadership development that can be incorporated into quarterly chapter meetings
- Have Break out groups work on a different LD aspect for 20 minutes, offer feedback 10 minutes, white board information later typed and distributed
    - Decreasing membership
    - Ageing membership
    - Member disinterest in serving in leadership roles
    - Moving your agendas
    - Becoming transformational leaders

Continue adding to/revising Toolkit every biennium