**10 Hints and Tips about Leadership**

Leadership Traits:

* **Honesty** – Display sincerity and integrity in all actions. Deceptive behaviour will not inspire trust
* **Competent** – Actions should be based on reason and moral principles
* **Forward looking** – Set goals and have a vision for the future, which must be owned through the Group. Effective leaders envision what they want and how to get it
* **Inspiring** – Display confidence in all that is needed by showing endurance in mental, physical and spiritual stamina so that others are inspired to reach new heights
* **Intelligent** – Read, study and seek challenges
* **Fair-minded** – Show fair treatment to all people. Display empathy by being sensitive to the feelings, values, interests and well being of others
* **Broad-minded** – Seek out diversity
* **Courage** – Have the perseverance to accomplish a goal regardless of seemingly insurmountable obstacles. Display a confident calmness when under stress
* **Straightforward** – Use sound judgement to make good decisions at the right time
* **Imaginative** – Make timely and appropriate changes in thinking, planning and methodology. Show creativity by thinking of better goals, ideas and solutions to problems. Be innovative.

**Chairing meetings – top five elements for success**

# Plan

* Decide whether a meeting is needed
* Think through the objectives of the meeting in advance

# Inform

* Decide who should attend
* Tell those attending the meeting what is to be discussed and why
* Make sure they know what the meetings is intended to achieve
* Decide and obtain the information needed for the meetings

# Prepare

* Arrange the agenda in a logical order
* Allot the correct amount of time for each subject
* Distinguish between urgent and important items and don’t let the former take up too much time

# Structure and control

* Structure discussions so that evidence comes before interpretation and interpretation comes before decisions
* Keep the stages separate
* Stop people jumping to the next stage or going back over old ground

# Summarise and record

* Summarise and record decisions and action points

**Some extras:**

* **Get something to bang the desk to pull the meeting back in order**
* **Think about your behaviour and what training you might need – have a look on lib=ne on you tube etc**
* **Have a sign to make - if you want to speak**

**And from the flipcharts:**

* Knowledge Of Agenda/Minutes
* Who’s Chairing
* Why & What?
* Respect
* Maintaining Control
* Knowledge
* Team Player
* Not a Control Freak
* Presence (charismatic)
* Commitment Passion
* Training
* Discipline -> Code of Conduct
* Good Listener
* Confidence
* Preparation for meetings
* Ability to delegate
* Control
* Sense of humour
* Context explained so all can understand
* Listening – respect
* Walking a tightrope
* Guide to common outcomes
* Approachable
* Give good feedback
* Assertive
* Diplomacy
* Tact
* Learn about members
* Opportunity for all to contribute
* Realistic outcomes
* Terms of Reference
* Ground rules
* Confidence
* Impartial
* Accountable
* Assertive
* Strength
* Respect for other views
* Terms of Reference – as part of housekeeping (code of conduct)
* Mediation
* Be clear on role of chair
* AGM – voting on key positions
* Proactive not reactive
* Actions from previous meetings – chair should check these are done