

Striving for Excellence
 Leadership, Motivation,
 and Career Planning

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ARMA Liberty Bell Chapter 12 Feb 2009

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Leadership

Task

- Define
- Plan
- Assign Work & Resources
- Control Quality & Pace
- Compare 'Should Be' and 'Is'
- Recognize Changes In Plan

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Leadership

Team

- Set Standards; Establish Discipline
- Develop Team Spirit
- Encourage, Motivate, Be Objective
- Delegate
- Communicate
- Train

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Leadership

Individual

- Attention to Personal Needs
- Report on Personal Development
- Recognize and Use Abilities
- Train

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Leadership

Management by ...

- Objectives
- Delegation
- Exception

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Motivation

Hierarchy of Needs

- Physiological
- Safety & Protection
- Social
- Esteem & Self-Respect
- Self-Fulfillment & Contribution

*Toward a Psychology of Being Human,
Abraham Maslow, 1968*

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Motivation

Coaching ... When

- Open to Suggestion
- Not Defensive
- Accept the Need for Coaching

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Motivation

Coaching ... How

- Positive
- Factual
- Focused
- Checkable

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Motivation

Counseling ... When

- Not Open to Advice
- Defensive
- Denies the Need

Counseling ... How

- Positive View of Staff
- Recognize Different Characters
- Combine Feelings & Understanding
- Agreement for Change

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Leadership & Motivation

Monthly Discussion [20 minutes]

- **Structure [In order]**
 - **Praise & Recognition**
 - **Performance Problems**
 - **Feedback About Leadership**
 - **Ideas for Improvement**
- **Source - Diary**
 - **Three-Five Minutes per Day**
 - **Observations**

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Self Assessment

- Personality & Attitudes**
- Skills & Achievements**
- Knowledge & Learning Style**
- Values**
- Interests**
- Entrepreneurism**

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Occupational Research

- Information Search**
- Information Interview**
- Job Shadow**
- Hands-on Experience**
- Trends**

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Decision Making

Career Objectives
Personal Objectives
Community Service
Lifelong Learning [CRM]

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Employment Contacts

Job Search/Networking
Resumes & Letters
Job Interviews

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Job Search Resources

www.monster.com
www.jobcentral.com
www.indeed.com

Source: Peter Kurlec

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Work

Offers/Acceptance
Success/Failures

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Life Planning

Re-Evaluation

- Stay or Switch
- CRM/Competencies

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Career Planning Steps

Life Plan				
Re-evaluation				
Work				
Offers		Success		
Employment Contacts				
Job Search	Resumes	Interviews		
Decision Making				
Career	Personal	Community	Learning	
Occupational Research				
Info Search	Info Interview	Job Shadow	Experience	Trends
Self Assessment				
Personality	Skills	Knowledge	Values	Interests
Entrepreneur				

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