



National Off-Highway Vehicle Conservation Council™

“Creating a Positive Future for Off-Highway Vehicle Recreation”

IMPROVING LEADERSHIP SKILLS

- Focus – Defined goal of what do you want to/can realistically accomplish in any one given time frame – strategic planning
- Effective Leadership
- Empowerment

Focus

- Focus on mission and objectives
- Adopt objectives that are achievable
- Short-term, intermediate-term and long-term planning
- Do not forget the social aspects / enjoyment / fun factor

Effective Leadership - Working Effectively Together

- Listen to understand
 - Your groups concerns
 - Agency and community concerns
 - What are the real issues
 - What is the truth

- Focus on solutions
 - The future not past history
 - Challenges not problems
 - Different values and responsibilities not enemies

- Recognize achievements
 - Praise work accomplished
 - Reward efforts

- Communicate
 - What needs to be done
 - Who will do it
 - When will they do it
 - Are they doing it
 - What help do they need

- Set the example
 - Share the leadership “We”
 - Be decisive
 - Be honest
 - Be positive
 - Be diplomatic
 - Be efficient
 - Be considerate of others constraints

Empower Your Membership

Spread the Workload

- Ask for help
- Break tasks down into small time units
- Assign tasks that are doable
- Clearly define each task and the expected time commitment
- Clearly identify who is assigned to it and the date that the task must be accomplished by

Empower Your Membership

Spread the Workload

- Match people with jobs that they like to do or have the expertise to readily do
- Team people up who like to work together
- Limit the tasks that any one individual may be allowed to do
- Provide the “tools”, information, materials, contacts or examples that will assist getting a job done
- Allow people to complete the task in their own way

Empower Your Membership

Spread the Workload

- Develop tasks to be fun and competitive
- Recognize and express appreciation for work accomplished
- Schedule periodic fun/rewarding time/activity