

LEADERSHIP

SPEAKERS' NOTES for Continuous Leo Development Education programme

The following notes will assist CLD Speaker to deliver at Leo club meetings. It is recommended that the speaker go into details on the notes so that the Leos will understand better. The notes are set in question and answer manner so that you can be elaborated thoroughly. The speaker may touch on three questions and answers at each Leo Club Meeting or at his/her own discretion.

What are the characteristics of good leadership?

1. A good leader has a deep sense of commitment for the group.
2. He knows how to motivate his group,
3. He believes in the ability of others,
4. He sees to the feelings of everyone in the group,
5. He is compassionate and caring.
6. He has vision and direction for his group.
7. He knows what the group wants.
8. He is responsible and values the worth of everyone in the group.

How to find the right person for the right job?

Through the following:

1. Knowing the abilities of his members
2. Keeping proper records of activities of the Leos involved
3. Promoting a proper publicity
4. Ensuring there are Leos who can understudy the organizing abilities in each activity
5. Enforcing effective discipline during activities.

Why is motivation important to the Leos?

1. To enlist all Leos for special activities;
2. To develop their potential;
3. To feel they are wanted; to participate in activities;
4. To understand that Teamwork is the key to success and to add to their zeal and ardor.

How to achieve leadership qualities?

With public speaking, project, activity management, attention for details, thoughtfulness, punctuality, thoroughness, sincerity, kindness, discipline, observant, fairness, constructive criticism, team spirit and a sense of humor.

What are the characteristics of a good Leo leader?

1. Motivate his/her members;
2. Inform his/her members of all events done and need to be done;
3. Ensure participation from his/her members,
4. Understand the weakness of the club and improve it;
5. Enhance on fellowship;
6. Overcome misunderstandings;
7. Withhold criticism and discredit unfounded rumors;
8. Lead in all activities and
9. Enforce discipline

Why do problems arise?

Usually they are due to breakdown in communication or poor information dissemination. One member can be seeking an unfair advantage over another either knowingly or unknowingly

How do you solve problems?

Listen to the problem

Take down all facts relating to the matter

Investigate the incident prior to the problem situation

Not to listen to rumors and get down to the truth.

How to solve Absenteeism in a Club?

Have a proper agenda; no lengthy discussions; notify all members the dates & time of the meetings; encourage members to call up each other in networking manner.

What are the procedures to conduct a meeting?

Sent out notice of meeting, punctuality is important; prepare minutes of previous meeting; prepare agenda of meeting; take attendance of those present and apologies and observe rules and guidelines for conducting meeting.