



Be an Impactful Leader

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Leadership Skills

Leadership skills include intelligence, self-confidence, determination, integrity, motivation, and sociability. Emotional Intelligence includes social awareness, self-awareness, self-regulation, and successful relationship management. Evaluate your strengths and weaknesses of the following:

- 1) Technical Leaders have specialized skills and are masters of day-to-day operations; Enjoy details of work, interested in technical things, good at making things work, follow directions easily, complete assignments, and fulfill their requirements.
- 2) People Leaders understand their teams, create an atmosphere of trust, and foster collaboration; Adapt ideas to people's needs, easily understand others, value a supportive communication environment, understand the social fabric of an organization, enjoy getting everyone to work together, concerned with how their decisions affect others' lives.
- 3) Conceptual Leaders are the thought-leaders who visualize goals, systems, and workflow, and are big-picture thinkers; Enjoy working with the abstract, strategizing for growth, creating a mission statement, and thinking about an organization's values and philosophy; Find complex organizational problems intriguing.

Leadership Traits

Self-Awareness	Time Management	Motivation	Collaboration	Innovative
Relationship Building	Continuous learning	Empathy	Delegation	Vision of future
Critical Thinking	Communication	Creativity	Integrity	Avoids Burnout

Plan for Future Leaders

Always be looking for future leaders. Build the pipeline now. Identify role needs and skill sets. Build a path that starts easy at the base level and works up to bigger roles. Observe people to identify and then engage those with potential. Build relationships with them and let them know you see their potential and what impressed you about them. Offer training for them. Keep communicating with them because it takes time for people to see how they might fit. Build a respectful and trusting culture that people want to be a part of.

Conflict Management

Most conflict tends to revolve around **communication breakdowns**. Engage in direct conversations with the involved parties to get to the root of the issue. Pick up the phone. To problem solve effectively, cultivate an open and friendly environment and respect others; clearly define expectations for desired outcomes; offer private correction and public recognition and praise; actively listen to all parties involved; and investigate problematic situations from multiple perspectives. For school level complaints, the PTA does not have the authority to address those. Direct the concerned party to the school district's official policy. Typically, the established "chain of command" is 1) teacher, 2) principal, 3) principal's supervisor, 4) superintendent, and 5) school board. Managing conflict effectively can quickly yield positive and pleasant outcomes.

Thank Your Team Based on Their Personalities

Write handwritten letters to those who volunteer to make a difference. Have a social gathering or dinner for those who enjoy making new friends. Have a classroom event for those who enjoy spending time with their kids. Have awards, plaques, and certificates for those who enjoy gaining new skills. Give personalized gifts to those who like thoughtful details. Have an honorary item in the school or garden for those who like making things better for the future. Have a banner, announcement, or newsletter recognition for those who like public recognition.



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Leadership Skills



Leadership Skills

- Intelligence
- Self-confidence
- Determination
- Integrity
- Motivation
- Sociability

Emotional Intelligence

- Social awareness
- Self-awareness
- Self-regulation
- Successful relationship management.

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Evaluate your strengths and weaknesses of the following:



1) Technical Leaders

- Specialized skills
- Masters of day-to-day operations
- Enjoy details of work
- Interested in technical things
- Good at making things work
- Follow directions easily
- Complete assignments
- Fulfill their requirements

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Evaluate your strengths and weaknesses of the following:



2) People Leaders

- Understand their teams
- Create an atmosphere of trust
- Foster collaboration
- Adapt ideas to people's needs
- Easily understand others
- Value a supportive communication environment
- Understand the social fabric of an organization
- Enjoy getting everyone to work together
- Concerned with how their decisions affect others' lives

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Evaluate your strengths and weaknesses of the following:



3) Conceptual Leaders

- Thought-leaders who visualize goals, systems, and workflow
- Big-picture thinkers
- Enjoy working with the abstract
- Enjoy strategizing for growth
- Enjoy creating a mission statement
- Enjoy thinking about an organization's values and philosophy
- Find complex organizational problems intriguing.

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Leadership Traits



- | | |
|-------------------------|-------------------------|
| • Self-Awareness | • Creativity |
| • Relationship Building | • Collaboration |
| • Critical Thinking | • Delegation |
| • Time Management | • Integrity |
| • Continuous learning | • Innovative |
| • Communication | • Vision of future |
| • Motivation | • Avoids Burnout |
| • Empathy | |

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Plan for Future Leaders



- Always be looking for future leaders. Build the pipeline now.
- Identify role needs and skill sets.
- Build a path that starts easy at the base level and works up to bigger roles.
- Observe people to identify and then engage those with potential.
- Build relationships with them and let them know you see their potential and what impressed you about them.
- Offer training for them.
- Keep communicating with them because it takes time for people to see how they might fit.
- Build a respectful and trusting culture that people want to be a part of.

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Conflict Management



- Most conflict tends to revolve around **communication breakdowns**.
- Engage in direct conversations with the involved parties. Pick up the phone.
- To problem solve effectively:
 - Cultivate an open and friendly environment and respect others
 - Clearly define expectations for desired outcomes
 - Offer private correction and public recognition and praise
 - Actively listen to all parties involved
 - Investigate problematic situations from multiple perspectives.
- For school level complaints, the PTA does not have the authority to address those. Direct the concerned party to the school district's official policy. Typically, the established "chain of command" is 1) teacher, 2) principal, 3) principal's supervisor, 4) superintendent, and 5) school board.

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