

## Quick Tips on Group Management

delegation... *Delegation is one of the most important management skills. These logical rules and techniques will help you to delegate well. Good delegation saves you time, develops you people, grooms a successor, and motivates. Poor delegation will cause you frustration, de-motivates and confuses the other person, and fails to achieve the task or purpose itself. So it's a management skill that's worth improving. Here are the simple steps to follow if you want to get delegation right, with different levels of delegation freedom that you can offer. A simple delegation rule is the acronym SMARTER. It's a quick checklist for proper delegation.*

*Specific · Measurable · Agreed · Realistic · Time bound · Ethical · Recorded*

## working with diverse leaders

Diversity... what's the first thing that comes to your mind? Race, color, gender? The reality is, diversity is more encompassing than most people believe. What makes a leader diverse? Think of how you are different from everyone else....

As a leader, you will be faced with a multitude of diverse people with whom you will be working. You will be put into situations with varying degrees of comfort levels. How will you react? How will you prepare yourself? Much of what you need to know about working with diverse leaders can be obtained from educating yourself. This education typically comes in two ways:

1. Being **proactive**.
2. Being **reactive**.

As a leader, most every time you will encounter issues of diversity, it will be from a reactive mode. That is, you will find yourself in a situation where you will have to respond to the actions of others. For example, if you make a comment regarding a stereotype, someone may put you on the spot and tell you they felt uncomfortable with your remark; or, you may make a decision for the group, and members of the group may not agree with you due to your feelings toward a certain ideology. Situations such as these force you to react, and thus, you will already start out "one step behind." As a leader, you will need to work on ways to become more proactive and less reactive. The primary way to become more proactive is to get out of your comfort zone and place yourself in a safe environment where you can learn to work with people from different backgrounds (from your own). By taking the initiative to interact with others, people with diverse backgrounds may be more inclined to understand you for misconceptions you may have/mistakes you make.

**Leaders can't do it on their own. Gaining cooperation from others is a skill all leaders should become familiar with.**

*Tips for gaining cooperation from your group members include:*

1. Acknowledge the importance of other people.
2. Show enthusiasm and energy.
3. Encourage and facilitate two-way conversation.
4. Ask other people's opinions.
5. Ask questions instead of giving orders.
6. Show sincere gratitude
7. Give strength centered compliments.

## *a healthy team is a more productive team!*

It is especially important for leaders to encourage team/group members to practice healthy habits during the winter months. Promoting wellness of body, mind, and spirit **shows others that their leader cares about them as people.**

Keep in mind the following questions to assess the healthy habits of you and your group members:

### **GIVING and RECEIVING feedback:**

Helpful feedback is the process of giving data to a person or group in such a way as to help him/her improve his/her performance. People need both positive and negative feedback. They need to know not only what they are doing that is effective, but also what they are doing that is not effective so they can continue the one and correct the other. If successful feedback is to be communicated, the barriers between "giver and "receiver" need to be broken down and a relationship of confidence and

your organization's goals met? What programs/projects were most successful? Least successful? What are some areas for improvement for next year's group to consider?

- **Reflection.** Have group members share (verbally or written) about their involvement in the organization and what they have learned from being involved.
- **Summer contact list.** It is important for next year's board, returning or new, to have a way to contact one another over the summer and especially at the start of the fall.

- Do your emotions affect your eating behaviors?
- Do you enjoy/relax at meals?
- Are you aware of what foods are enriched with vitamins and minerals?
- Are your meals well balanced?
- Do you set aside time to relax and reflect each day?
- Are you able to relieve stress in a healthy manner?

### **GROUP CLOSURE:**

As a leader, part of your role is to not only wrap things up for the current semester, but to have everything organized and ready for next year.

Use some of the tips below to assist your organization:

- **Elections.** It is always helpful to have at least a few, if not all, of the board members chosen for the next year before the Fall semester begins. Have old board members meet and "mentor" incoming board members.
- **Transition binders.** Organize paperwork, constitutions, mission, goals, responsibilities, timelines, and contact information of campus and community partners as well as all members.
- **Thank you's.** Be sure to thank fellow leaders, executive board members, and all participants for their contributions and work throughout the year.
- **Assessment/Evaluation.** The end of the semester is a great time to ask for feedback from members. Were

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