Local Unit Leaders

How to Work Efficiently and Effectively

NPTA
June 2013
IT’S NOT THE POSITION THAT MAKES THE LEADER

IT’S THE LEADER THAT MAKES THE POSITION
LEADERSHIP

– LEADERSHIP IS INFLUENCE

– TRUE LEADERSHIP CANNOT BE APPOINTED, AWARDED OR ASSIGNED…IT MUST BE EARNED
Summary of Course

- LEARN HOW TO SET GOALS
- SHARE THE VALUE OF PLAN OF WORK & PROCEDURE BOOKS
- DISCUSS MEETINGS
- Q & A
- IDENTIFY RESOURCES
THE MAJOR WORK OF OUR ASSOCIATION IS ACCOMPLISHED THROUGH COMMITTEE STRUCTURE
COMMITTEE OF ONE

DIFFICULT

EXHAUSTING
Connections

PLAN OF WORK supports…

GOALS which supports…

PURPOSES which supports..

PTA
PLAN OF WORK

PROCESS AND PROCEDURE
COMMITTEE MEMBERS
RESOURCES

ACTIONS
TIMELINE
APPROVAL
EVALUATION
RECOMMENDATIONS
PROCEDURE BOOK

RECORD OF ACTIVITIES
WORK OF PTA
MATERIALS
SUCCESSOR
GRANT AGREEMENT

FOR THE PURPOSES OF DONATING FUNDS IN LIEU OF MERCHANDISE TO THE SCHOOL OR SCHOOL SYSTEM
STRATEGY CHART

- FOCUSED
- STRENGTHS
- WEAKNESSES
- ALLIES
- OPPONENTS
- TARGETS

- MESSAGE/SLOGAN
- MEDIA OUTLETS
- TACTICS
- TIMELINE
- RESOURCES
- EVALUATION
- S  specific
- M  measurable
- A  attainable
- R  realistic
- T  timely
WHAT KEEPS US FROM CONNECTING

1 + 1 = 3
THE MEETING
DEADLY MEETING SINS

- TIME LEAKS
- UNFOCUSED AGENDA
- IDEA ASSASSINS
- HIDDEN AGENDAS
9 STRATEGIES

- IS THE MEETING NECESSARY
- SET GROUND RULES BEFORE HAND
- SET TIME LIMITS
- PLEASE--NO WAR STORIES
- ONE MEETING - ONE VOICE
- IF YOU’RE GONNA LEAD---THEN LEAD
- HAVE A REAL AGENDA
- PARK SOME ITEMS
- THE ART OF LANGUAGE
SOLVE THIS RIDDLE

NATURE’S GREATEST FORCE
NOTHING CAN STOP IT
NOTHING CAN ALTER IT
IT CANNOT BE FELT
IT CANNOT BE SEEN
IT HAS THE MOST PROFOUND EFFECT ON US
EFFICIENT vs. EFFECTIVE

- DOING THINGS RIGHT
- LEAST AMOUNT OF WASTED TIME

- DOING THE RIGHT THINGS
- DOING THINGS THAT YIELD RESULTS
ELEMENTS, DEAR WATSON

– GROUP INPUT
– CLEAR
– RELEVANT AND SPECIFIC
– PRIORITIZED
– PLANNED
– EVALUATED
handouts

- PTA INTEREST SURVEY
- PLAN OF WORK
- PROCEDURE BOOK
- GRANT AGREEMENT
- STRATEGY CHART – blank
- STRATEGY CHART – matrix
- SMART – delegation form
- MINUTES – template
- MEETING – template
- COMMITTEE REPORT – template
- BRAINSTORMING
Q & A
THANK YOU

YOU WERE AWESOME!!!!
don’t be afraid to try something new
remember, amateurs built the Ark...professionals built the Titanic