**KEY LEADERSHIP ACTIONS**

* ASSESSING SITUATION
  + Scan the horizon, take a global view, observe the situation, and understand what you see. Look for opportunities for positive impact and threats to the current position or possible improvements.
  + Ask the right questions to the right people. Listen actively and organize information learned.
  + Specifically, the leader must look at the environment in which the organization exists, the processes and activities the organization does, and the core tools the organization has in order to do what it does.
* ESTABLISH DIRECTION
  + The leader must develop a Vision of an improved future state. The vision must be lofty enough to inspire, but manageable enough to be achieved.
  + Build a set of Values that clearly define the qualities and character of the organization, and then live them.
  + Break down Vision, Mission, Strategies, and Values into manageable tasks and plans that can be understood and executed by all members of the organization. The sum of the tasks must add up to the realization of the Vision.
  + Develops key measurements of progress for organization and individuals.
* COMMUNICATE
  + Seek first to understand, then to be understood. Listen and learn, think well before speaking or writing.
  + Use speech and written messages to communicate valuable and accurate information to the right people, through the right channels, at the right time.
  + Use communication to not only inform, but to inspire and motivate. Formulate messages and associated approaches that touch both the mind and the heart.
  + Establish long-term communication systems such as periodic meetings, email, intranet websites, etc., to maintain channels of communication.
* ACQUIRE FOLLOWERS
  + Define the group of followers by either authority or voluntary commitment; understand current roles and responsibilities, and seek to learn talents, skills, ambitions, motivations, strengths, weaknesses, etc.
  + Establish mutually agreed upon expectations, develop corresponding training and coaching, measure performance, and hold people accountable. Position people for success.
  + Show respect and a genuine care for the wellbeing of all followers by communicating often and addressing their issues as appropriate.
  + Focus on keeping followers inspired and engaged in the pursuit of the organization’s vision and mission. Follow these leadership principles and remove de-motivators in order to have a positive impact on attitude and commitment.
  + Structure teams that create outputs that are greater than the sum of their parts. Find opportunities for increased production and efficiencies that improve overall performance.
* MANAGE RESOURCES
  + Ensure effective and efficient use of resources in the pursuit of the organization’s vision and mission.
  + Oversee the use and disposition of information and data, human resources and related issues, financial resources and return on investments, capital equipment and facilities, and production materials.
* MANAGE PERFORMANCE AND EXECUTE PLANS
  + Establish priorities, manage time, direct efforts, delegate authority, and energize people.
  + Observe operations, measure performance, receive feedback, adjust plans and execution tactics as necessary.
  + Use reasonable judgement, good data, and the right people to make decisions and solve problems.
  + Manage change and risk during the journey of continuous improvement.
  + Shape a culture of success.
* RECOGNIZE ACHIEVEMENT
  + Compare target outcome to actual outcome. Consider all stakeholders; customers, employees, owners, and the community. Recognize improvements in quality of life.
  + Identify shortfalls and areas of improvement.
  + Celebrate accomplishments.
* REPEAT PROCESS
* DEVELOP & MAINTAIN PERSONAL CHARACTERISTICS & QUALITIES
  + Integrity, honesty, trustworthy, and professional
  + Goal focused, driven to succeed, and leads by example
  + Organized, systematic, and methodical
  + Reasonable and good judgement
  + Positive attitude and optimistic
  + Proactive and self-motivating
  + Consistent, flexible, and adaptable
  + Patient and persistent
  + Knowledge of all aspects of environment, operations, and core components, as necessary and appropriate. Understand connections and relationships of the many “moving pieces” of the organization.
  + Dependable and reliable
  + Selfless, community minded and loyal
  + Competence in fundamental management
  + Aware of own strengths, weaknesses, style, etc.
  + Respectful, Calm, Understanding other’s perspective, compassion
  + Others
* QUALITIES OF SPIRITUAL LEADERSHIP
  + Strong Faith in Christ Jesus to Lead and Teach
  + Open Heart to be filled by the Wisdom and Power of the Holy Spirit
  + Comfortable using Scripture and other related materials to Teach and Lead
  + A genuine Love for Christ, the Church, and fellow Church Members and Believers
  + Deeply centered in their relationship with Jesus
  + Clearly understand the mission of the church. The mission is the same for all churches.
  + Help to hold the vision of the congregation before the people. Each church will have a different vision to accomplish the mission. Bulletin insert asking for input and our perception on our vision.
  + Know their strengths (gifts) and weaknesses (areas of growth). Spiritual gifts survey.
  + Recognize the gifts of those they lead and encourage their use.
  + Understand the benefits of shared leadership (team ministry).
  + Know that God is always with them.

**SUMMARY**

* Assess the Situation
  + I usually use something like a SWOT Analysis
  + Includes external environment and organizational development areas
* Establish Direction
  + Here’s where I look a vision, mission, and values
  + Current situation and gap analysis
  + high level strategy (major initiatives)
  + Measurements for both leading and lagging indicators
* Communication Planning
  + Covers basic business communication of fundamental data; websites, intranets, meetings, etc.
  + Two way communication that enables adjustments to business plans as needed
  + Also covers communication that inspires and motivates team members
* Personnel Responsibilities, Expectations, and Accountability
  + Who does what, why, and when
  + How will the team support each individual
  + Skills and training needs
  + Additional topics around motivating and energizing teams, and culture
* Managing Resources and External Partnerships
  + Discussions on financials, equipment, facilities, etc.
  + Collaboration with, and support from partners
* Managing Performance and Executing Plans
  + Cover priorities and time management
  + Decision making, anticipated problems (barriers) and solutions
  + Change and risk management