



10 TIPS FOR EVERDAY LEADERSHIP

You may be the leader of a team, department, branch, or entire organization...or you may simply be in charge of leading yourself and your own work. These 10 tips are intended to support your day-to-day leadership responsibilities.

- 1. Know where you're going...**effective leaders have a compelling vision and clear goals, which they use as benchmarks in prioritizing their daily tasks and "to do" lists.
- 2. Be strategic...**make the best use of all resources (e.g., people, money, time), aligning resource use with vision and priorities. Delegate whenever possible, both to free up your own time for important contributions but, also, to provide opportunities for others to develop their own talents.
- 3. Strengthen your organizational skills...**leaders need to effectively capture creative ideas, juggle multiple demands and competing projects, and complete tasks on time and on budget. Develop customized systems for taking notes, setting reminders, tracking projects, and prioritizing "to do" lists.
- 4. Be authentic...**strong leaders are trustworthy, ethical, values-driven, and respected for their integrity.
- 5. Build strong relationships...**great leaders inspire others to follow. To strengthen relationships, communicate clearly and openly, provide regular feedback (taking a strengths-based approach but not overlooking the need to critique and correct), and show appreciation at every opportunity. "[Let's CHAT!](#)" is a coaching model with communication and appreciation at the core.
- 6. Share freely...**mentor, coach, and develop others to be the very best they can be. Don't be afraid of others moving past you. Just as in Olympic relays, high-performance leaders pass the baton.
- 7. Be willing to change...** As a leader, you know better than most that change is constant. Demonstrate a willingness to change course when required. Don't get stuck!
- 8. Keep learning...**as Cardinal Newman said, "To grow is to change, and to have changed often is to have grown much." Read; participate in workshops, seminars, conferences, and courses; and volunteer for projects that will develop your leadership or technical competencies.
- 9. Persevere...**all inspirational leaders have overcome struggles. For an example of Rick Hansen's world-changing journey, see the movie "[Heart of a Dragon](#)".
- 10. Stay positive and full of hope...**optimism is a significant predictor of both career success and job satisfaction. As leaders, a positive attitude will impact your own success as well as those you lead.



Coming Fall 2010

We hope you'll join us in our upcoming courses.

Click on the course names below for more information.

There's still time...these three classes are starting November 3, 2010:
CPE521 - 'B' Level Assessments e-Coaching Theories

CMPP Courses:

- **Work Search Essentials 1**
- **Career Coaching**
- **Administering and Interpreting Career Assessments**
- **Ethics Essentials**
- **Employment Readiness**
- **Work Search Essentials 2**

Don't miss out on these upcoming courses; normally only offered as Directed Studies, now is your chance to take these courses with the benefit of student interaction:

- **Program Management**
- **Interpersonal Relationships**

Let's CHAT! is a coaching model that Life Strategies has developed and uses in a variety of settings. Next session begins November 17th.

Job Developer - beginning with a special 2 hour face-to-face session on Tuesday November 16th, followed by 4 weeks online.

To view our full course schedule, please [click here](#)

DID YOU KNOW?



BCCDA is supporting the start-up of Fraser Valley Training days. The upcoming session is on Professional Writing.

Writing is a crucial component of a career practitioner's day-to-day work - from sending emails, inputting case notes, writing reports, responding to requests for proposals, developing curriculum (e.g., workshop descriptions, PowerPoint, handouts) or marketing materials (e.g., articles, newsletters, web content), to coaching clients on email etiquette or supporting clients in developing their resumes.

There are two stages in writing professional documents: creating and editing. There are a variety of writing standards that impact our field.

Join award winning practitioners and successful authors, Dr. Roberta Neault and Deirdre Pickerell, for tips and techniques on developing clear, concise, readable content while ensuring documents are carefully edited and convey your professionalism.

Date: Wednesday November 17, - 9-12pm,
Location: Buxton Consulting, 3 - 2316 McCallum Road, Abbotsford
To register please contact 778-228-9401 or info@bccda.org

Contact Point is looking for articles for the next issue of The Bulletin. The theme for the next issue is "The Balancing Act" covering topics such as mental health and work, self-care for counsellors and work/life balance. The deadline for submissions is Nov. 25. To inquire about submitting an article, please email Contact Point at admin@contactpoint.ca with the subject line: Bulletin Submissions.

NEW RESOURCES

Everyday Leadership: A Creative Centre for Leadership (CCL) Whitepaper

<http://www.ccl.org/leadership/pdf/research/EverydayLeadership.pdf>

Summarizes 2005 interview research with non-traditional, everyday leaders. Results include lists of leadership skills for now and the future; inspirational books, role models, and leadership events; and profiles of leaders in education, professional services, public sector, small business, as well as atypical leaders including stay-at-home moms, Peace Corps volunteers, and college students.



On-the-Job Leadership Tips

http://www.workshopexercises.com/leadership_tips.htm

If our 10 Tips left you wanting more, check out this website with countless leadership tips divided into relevant topical categories. Great resource for a leadership development program or to work through on your own as you develop everyday leadership competencies

CONGRATULATIONS



Congratulations to the following students:

Cherie Gibson, Miranda Vande Kuyt, and Lesley Gibson have all successfully completed CPE510

Donna Bjorklund has successfully completed Personality Dimensions Bridging



"Management is efficiency in climbing the ladder of success; leadership determines whether the ladder is leaning against the right wall."

- Stephen R. Covey



604.856.2386
info@lifestrategies.ca
www.lifestrategies.ca