

how to take initiative & be an effective leader

by Megan and Michelle



WHY

- 1. Improve on public speaking skills**
- 2. Understand the importance of being assertive and taking initiative**
- 3. Give you more confidence in your abilities as a leader**

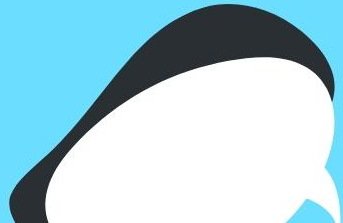
HOW

Two parts:

- 1. Go over your strengths and weaknesses at public speaking**
- 2. Utilize the information given in a role-playing activity**

part one:

Public Speaking 101

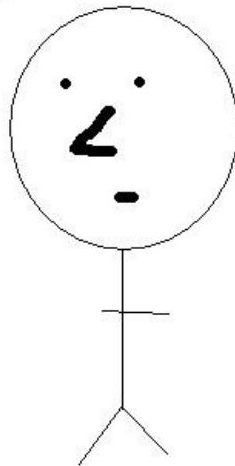


Let's start off with an example...

Meet BOB!!

Bio: a little shy, but he's got a lot of enthusiasm and excitement ya kno

BOB



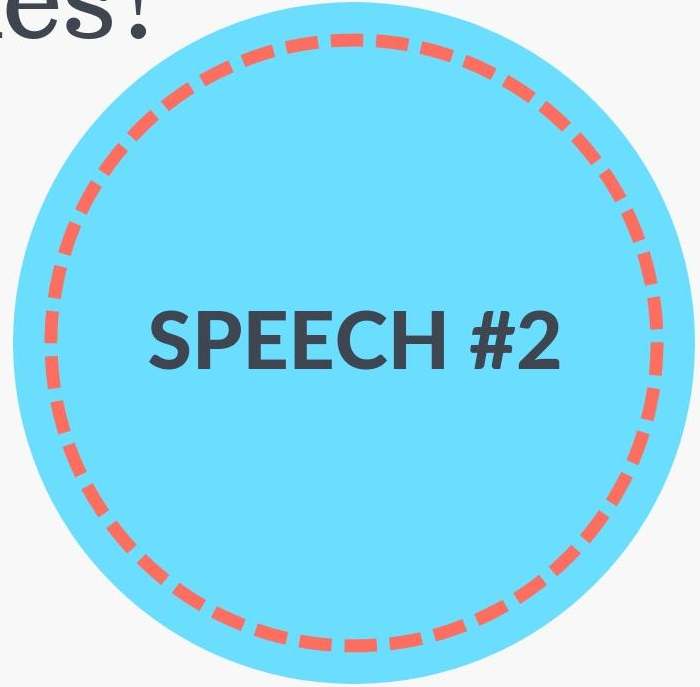
TOPIC: Why people should eat lettuce !!!



**BOB will give two different
speeches!**



VS



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What's the difference between
these two speeches? Let's look
at the do's and dont's!



#1. DON'T Limit your abilities

- **EVERYONE** can do public speaking
- SHY/reserved ≠ "I can't speak in front of people"
- If you don't practice, don't expect yourself to improve.
- **For example**, GBM is an OPPORTUNITY to improve and learn, NOT a scary situation





#2: DO have intention with your speech, THINK about audience

- For the audience to **CARE** about your topic, **YOU** have to care too
- Show your genuine excitement for the topic
- **Ask yourself**, "What would the audience listen to?"
- **BE CONFIDENT!** Don't let the audience feel nervous for you





#3: DON'T be unsure about the information

- Especially information such as **deadlines, acronyms, descriptions**, etc should be correct
- Incorrect info will be incredibly unprofessional
- the BEST speakers **PRACTICE, PRACTICE, PRACTICE!**





#4: DO let your personality shine

- **EVERYONE** has their own personality and way of presenting, so embrace yours!
- If you like to make jokes, make a joke!
- If you like to say a certain greeting, say it!
- **Be yourself**, GBMers WANT to get to know you and listen to you





#5: DON'T stand stiff and speak quietly

- Move around, interact with the audience, **project** your voice
- Connect with the audience because you **WANT** to, project your voice because you **WANT** your voice to reach the back
- If you get nervous, speak **slower** and **clearly**



FINALLY! Always remember,
to do your best. Don't be
afraid to make mistakes!

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part two:

Taking Initiative 101



Taking Initiative separates...

Followers

- gets the work done by the deadline
- follows instructions
- only does work when they are told to do so

VS

Leaders

- makes decisions for themselves
- plans ahead for upcoming duties and events
- goes above and beyond what they are "told" to do
- delegates duties to themselves and their committees

tips & tricks

1. UNDERSTAND WHY THIS IS IMPORTANT!

Initiative: the ability to assess and act on things INDEPENDENTLY

Create your own opinions and be your OWN leader.

2. PLAN AHEAD & STAY ORGANIZED

By being a RESPONSIBLE leader, you are taking initiative.

By planning ahead, you are taking initiative.

3. LISTEN TO YOURSELF!

The only way to form your own opinions is to listen to yourself!

Take time to listen to your emotions, feelings, thoughts towards a situation.

4. GO OUT OF YOUR COMFORT ZONE

In order to grow as a leader, you have to push yourself!

Volunteer for things and do your work without being asked.

let's get to work



Partner Activity: You have 15 minutes to come up with a solution for the problems given to you. You must come up and present with your partner as if you are presenting it at a board meeting.

For all of the following scenarios, we will not provide questions for you to consider, it is up to you to consider any and all questions that will be thrown at you when you present it to board. This is your time to be decisive, take initiative, and prepare an answer for any doubts that another board member might have.

**thank
you.**

in summary

- 1. In order to be an EFFECTIVE and ASSERTIVE leader, you must have good public speaking skills AND take initiative**
- 2. Be confident in yourselves; the way you perceive yourself is how others will perceive you!**
- 3. To be a GREAT leader, you must practice both of these skills!**