



## **Student Government Retreat Day #2**

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### **I. Personal Survey: (True or False)**

- |    |   |   |   |
|----|---|---|---|
| A. | I cannot trust others to be responsible                 | T | F |
| B. | I am afraid of losing control and results               | T | F |
| C. | The person at the top has all the answers               | T | F |
| D. | It is easier and faster to just do it yourself          | T | F |
| E. | Delegation diminish your prestige and authority         | T | F |
| F. | I don't want to be left out of recognition for success  | T | F |
| G. | Other people are just too busy to take responsibilities | T | F |
| H. | No one sees the big picture like I do                   | T | F |

### **II. Delegation and Leadership**

- A. \_\_\_\_\_ is the process of getting things done through \_\_\_\_\_.
- B. This requires leaders to have skills in \_\_\_\_\_. These skills include:
1. The ability to \_\_\_\_\_.
  2. A need to \_\_\_\_\_.
  3. The provision of continuous \_\_\_\_\_.
  4. Effective \_\_\_\_\_ techniques and tactics.
  5. A clear and defined \_\_\_\_\_.
- C. When delegating, you have to be willing to \_\_\_\_\_ and let \_\_\_\_\_ do their \_\_\_\_\_.

**III. Tips to motivating others**

- A. Identify the \_\_\_\_\_ and what you are trying to \_\_\_\_\_.
- B. Determine \_\_\_\_\_ you want to motivate.
- C. Find that person's \_\_\_\_\_.
- D. \_\_\_\_\_ that person for \_\_\_\_\_ you want. Never fear \_\_\_\_\_!

**IV. Delegating \_\_\_\_\_ !!**

- A. I cannot trust others to be responsible: How can they \_\_\_\_\_ you?
- B. You will lose control: Let others \_\_\_\_\_ you.
- C. The person at the top has all the answers: Ask for \_\_\_\_\_ from others.
- D. It is easier and faster to just do it yourself: But, will it be \_\_\_\_\_.
- E. Delegation diminishes your prestige: It will \_\_\_\_\_ it!
- F. Others will receive recognition: As the leader, \_\_\_\_\_ will, too.
- G. Delegation is impossible, everyone's too busy: People can make \_\_\_\_\_ for anything that want to.
- H. No one sees the big picture like you do: Share your \_\_\_\_\_.

**V. Keys to Motivation**

- A. Make sure the job is clearly \_\_\_\_\_.
- B. Expectations must be \_\_\_\_\_ and within an established \_\_\_\_\_.
- C. Ensure that the person has the \_\_\_\_\_ and \_\_\_\_\_ to do the job.
- D. See to it that the person is \_\_\_\_\_ to accomplish the task.
- E. Provide adequate and on-going \_\_\_\_\_.
- F. Give \_\_\_\_\_ that are clear and meet the needs of the person.

- G. Make sure \_\_\_\_\_ to do the job are available.
- H. The \_\_\_\_\_ must be satisfying to do.

## VI. Conduct Great Meetings

Great meetings are vital to the \_\_\_\_\_ of organizations and maintaining members!

- Have an \_\_\_\_\_, with a clear call to order.
- \_\_\_\_\_ on time
- \_\_\_\_\_ on time

## VII. Basic Agenda

**Call to Order** – Start of the meeting

**Quorum** – The number that must be present to hold a meeting

**Reading of the Minutes** – Record of the previous meeting

**Officer Reports** – Officers report on their activities, concerns, needs, etc.

**Committee Reports** – Committees report on their activities, concerns, needs, etc.

**Old Business** – Items left over from previous meetings

**New Business** – New items for consideration

**Announcements** – Information for the benefit of the organization

**Adjournment** – End of the meeting

- Stay on \_\_\_\_\_
- Get \_\_\_\_\_ from a lot of people
- Make \_\_\_\_\_ feel welcome with a greeter and practical interactions (icebreakers)
- Play \_\_\_\_\_ before and after the meeting
- Provide \_\_\_\_\_ time as much as possible, either as part of the meeting or after

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### VIII. Virtual Meetings and Events

- Provide an emergency \_\_\_\_\_ number for people to call if they cannot access the meeting
- Check all the \_\_\_\_\_ before you start:
  - Run an \_\_\_\_\_ check
  - Test your \_\_\_\_\_
  - Use an \_\_\_\_\_ cable for better internet connection
- Enable \_\_\_\_\_ controls to limit:
  - \_\_\_\_\_ between participants
  - The ability to \_\_\_\_\_ themselves
  - \_\_\_\_\_ on slides
  - \_\_\_\_\_
- Use the \_\_\_\_\_ room feature or password
- Suggest everyone keep their \_\_\_\_\_ on for accountability and personal connection, microphone \_\_\_\_\_ until they are ready to talk.
- Use \_\_\_\_\_ rooms for ice-breakers, work sessions, or focus groups
- Run \_\_\_\_\_ to help participants remain engaged
- Start the \_\_\_\_\_ by asking each person how they are doing and to find out what's new
- Encourage students to use the chat feature to ask questions and offer \_\_\_\_\_ to others
- Ask them to be \_\_\_\_\_, not distracted by phones, games, or other things on their laptop
- \_\_\_\_\_ the session so members who could not attend live can watch it later

### IX. Membership Retention and Engagement

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- A. The organization is not what the student \_\_\_\_\_ it to be.
1. Be \_\_\_\_\_ and upfront regarding what the club is about.
  2. Be clear regarding expectations about \_\_\_\_\_ attendance and how much \_\_\_\_\_ is required!
  3. Have a varied \_\_\_\_\_ of activities, some of which can include other \_\_\_\_\_ members and friends, such as \_\_\_\_\_ projects.
- B. Challenges \_\_\_\_\_ members from being \_\_\_\_\_.
1. \_\_\_\_\_ for the student have changed:
    - a. \_\_\_\_\_ with work or class schedules.
    - b. Another \_\_\_\_\_ meets at the same time.
    - c. Academic \_\_\_\_\_ may be heavier than expected.
  2. Employ:
    - a. All available \_\_\_\_\_!
    - b. Have more than \_\_\_\_ meeting per week, at a different time and day, perhaps led by the vice-president.
    - c. Participation in \_\_\_\_\_ and activities even if they cannot make meetings.
  3. \_\_\_\_\_ issues
    - a. Consider the \_\_\_\_\_ that someone should have to pay to be involved.
    - b. Use an \_\_\_\_\_ for financial commitments.
    - c. Conduct \_\_\_\_\_ - \_\_\_\_\_. (You must clearly state the purpose of the activity and what the money is for.)

Virtual fundraising ideas: <https://bit.ly/311YZyj>

- 4. Members miss a lot of \_\_\_\_\_.
  - a. \_\_\_\_\_ to let them know they were missed
  - b. Send a \_\_\_\_\_ note
- 5. Make the club or organization fun to be a part of by making membership in the organization \_\_\_\_\_.
  - a. Conduct an induction \_\_\_\_\_.
  - b. Give a \_\_\_\_\_ of membership or a name badge.  
Give value to membership in the group through \_\_\_\_\_ (scholarships, conventions, networking, etc.)

C. The 5 “R’s” of Retention”

- 1. Give them a \_\_\_\_\_.
- 2. Enforce \_\_\_\_\_.
- 3. Give out \_\_\_\_\_.
- 4. Assign them a \_\_\_\_\_.
- 5. Help build \_\_\_\_\_.

D. Points of Information About Meetings

- 1. Play \_\_\_\_\_.
- 2. Use \_\_\_\_\_ and \_\_\_\_\_.
- 3. \_\_\_\_\_.
- 4. Let \_\_\_\_\_ know in \_\_\_\_\_ that they will be \_\_\_\_\_ to speak or report.
- 5. \_\_\_\_\_ your meeting format.
- 6. \_\_\_\_\_ on time, \_\_\_\_\_ on time.
- 7. Use \_\_\_\_\_ to make a \_\_\_\_\_.