

# **NISCA**

## **Leadership Packet**



**Created by Kevin Pierce**

# What **LEADERSHIP** Means to You

Name: \_\_\_\_\_ Date: \_\_\_\_\_

What is your definition of leadership?

List four leadership actions

1.

2.

3.

4.

Discuss a leadership quality you possess.

Why is leadership important?



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# LEADERSHIP



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Directions: Read the following description of leadership and make personal connections by answering the questions below.

A leader is a person who has a deep-rooted commitment to achieve a goal or vision and the skills to make it happen.

1. What is a goal you are committed to achieving?

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2. What skills do you already possess that will help you achieve your goal?

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3. How do you plan on achieving your goal?

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# Leadership



Name: \_\_\_\_\_

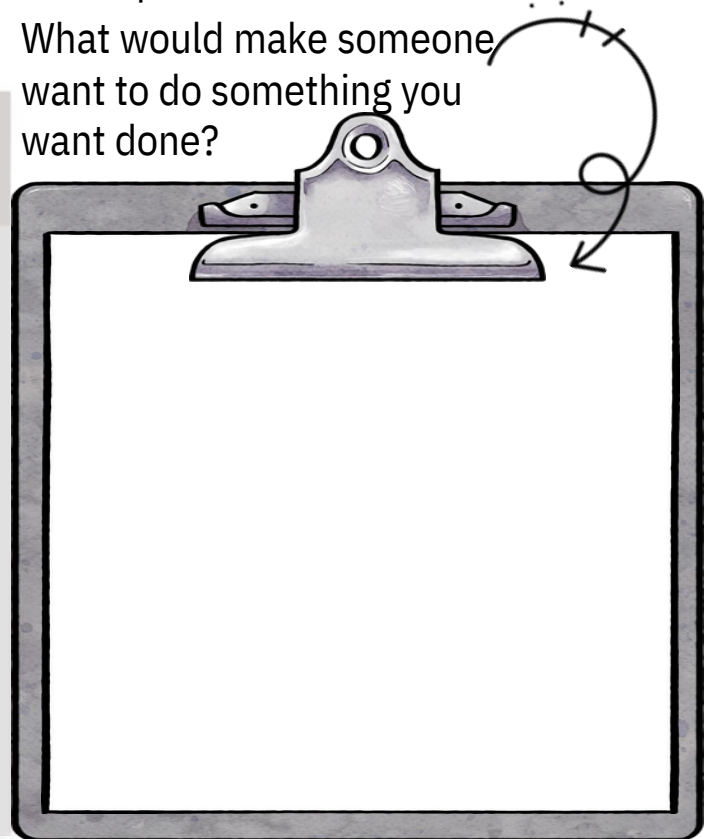
Date: \_\_\_\_\_

Directions: Read the following quote and answer the questions.

“Leadership is the art of getting someone else to do something you want done because he wants to do it.”

Dwight D. Eisenhower

What would make someone want to do something you want done?



Make a personal connection to this quote. Discuss a time when someone did something you wanted him or her to do. How did you encourage him or her to do it?

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# Who is a Leader?



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Directions: Think about what it means to be a leader. Write down what you think makes someone a leader.

**A leader is someone who:**

1.

2.

3.

4.

5.

6.

# Qualities of a Good **LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Directions: Identify the qualities of a good leader.



Explain what makes you a good leader.

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# LEADERSHIP Skills



**Leadership Skills** are the skills you use when organizing other people to reach a shared goal. List some examples of skills that make a strong leader.



**Leadership Skills**

"ALL SKILLS ARE LEARNABLE."

# What Everyday **LEADERSHIP**

## Looks Like

Write some examples  
of what every day  
leadership looks like.

Everyday **LEADERSHIP**

Everyday **LEADERSHIP**

Everyday **LEADERSHIP**

Everyday **LEADERSHIP**

Everyday **LEADERSHIP**

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Everyday **LEADERSHIP**

Everyday **LEADERSHIP**

N I S C A  
Founded 1934



## Importance of Leadership



# COMMUNICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Leaders express ideas, listen carefully to questions and concerns, and share information with a multitude of audiences, via face-to-face conversations, phone, email, and social media.



Explain why effective **communication** is important in leadership.

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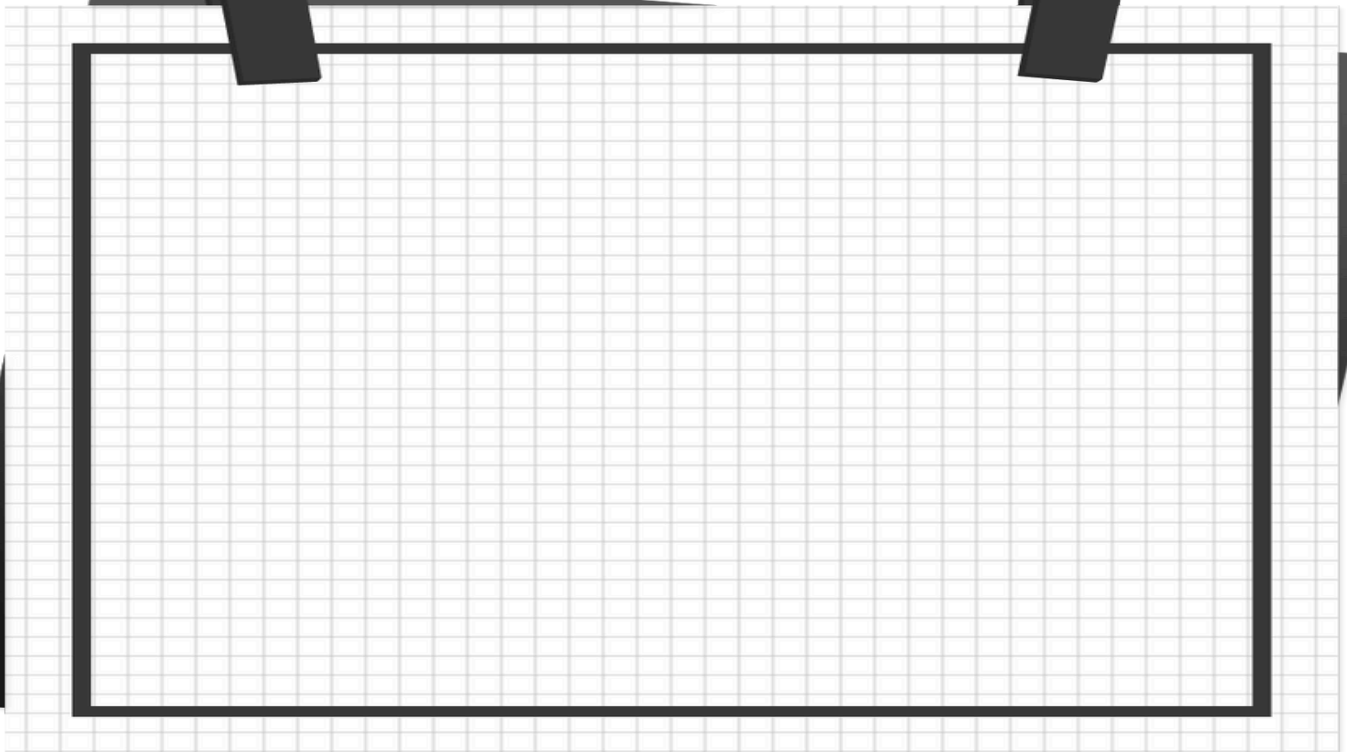
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What does effective  
**communication** look like?





# PROBLEM SOLVING

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Leaders minimize the occurrences of problems and successfully handle and resolve issues in a respectful, fair, and optimistic way.

Explain why **problem solving** is important in leadership.

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What does **problem solving**  
(or conflict resolution) look like?

A large sheet of graph paper with a blue border, held down by two blue clips. The paper is blank and ready for writing.



# DELEGATING RESPONSIBILITIES



Name: \_\_\_\_\_

Leaders identify the skills of team members or employees and assign duties or responsibilities to each person based on his or her skillset.

Explain why **delegating** responsibilities is important in leadership.



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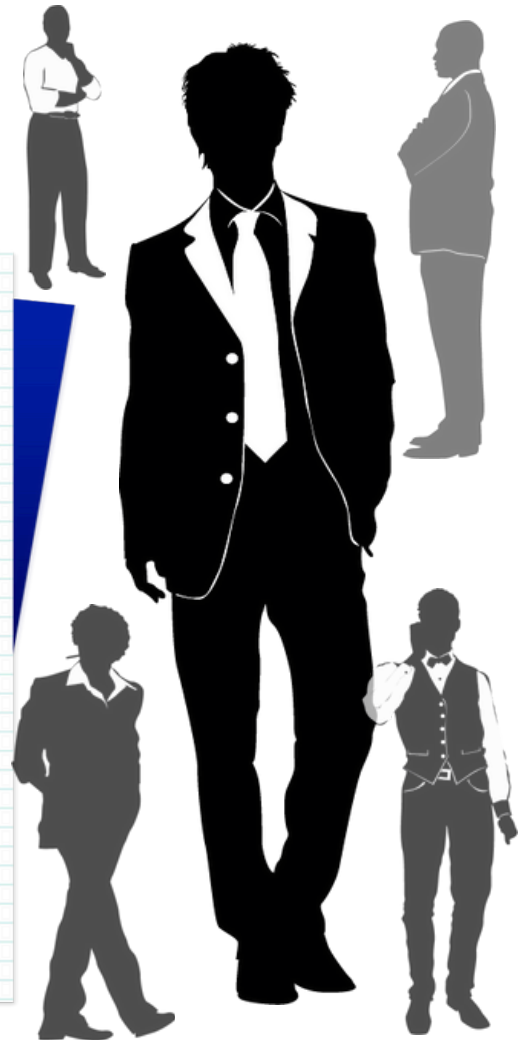
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What does **delegating** responsibilities look like?





# CRITICAL THINKING



Name: \_\_\_\_\_

A leader understands the connections between ideas, identifies the relevance of arguments, detects mistakes in reasoning, and makes proper decisions to make the desirable outcome more likely to happen.

Explain why **critical thinking** is important in leadership.

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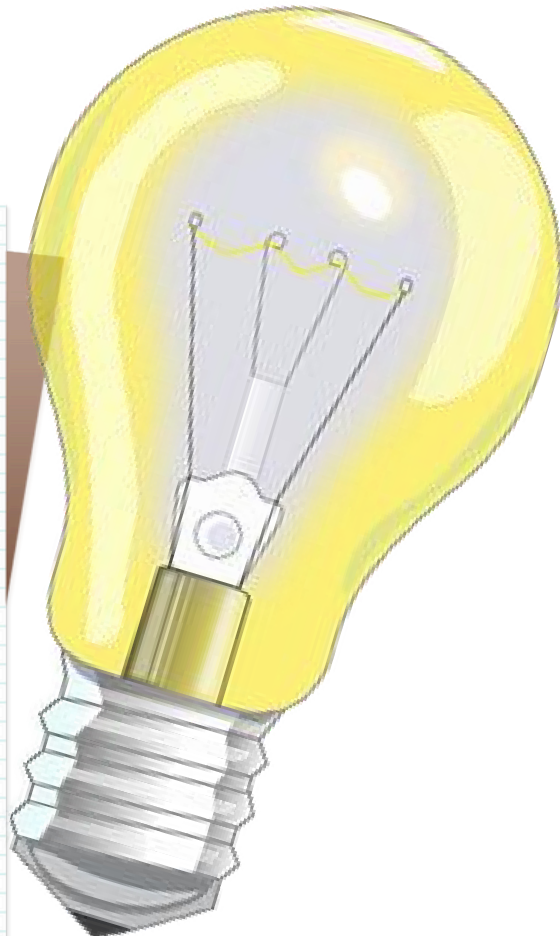
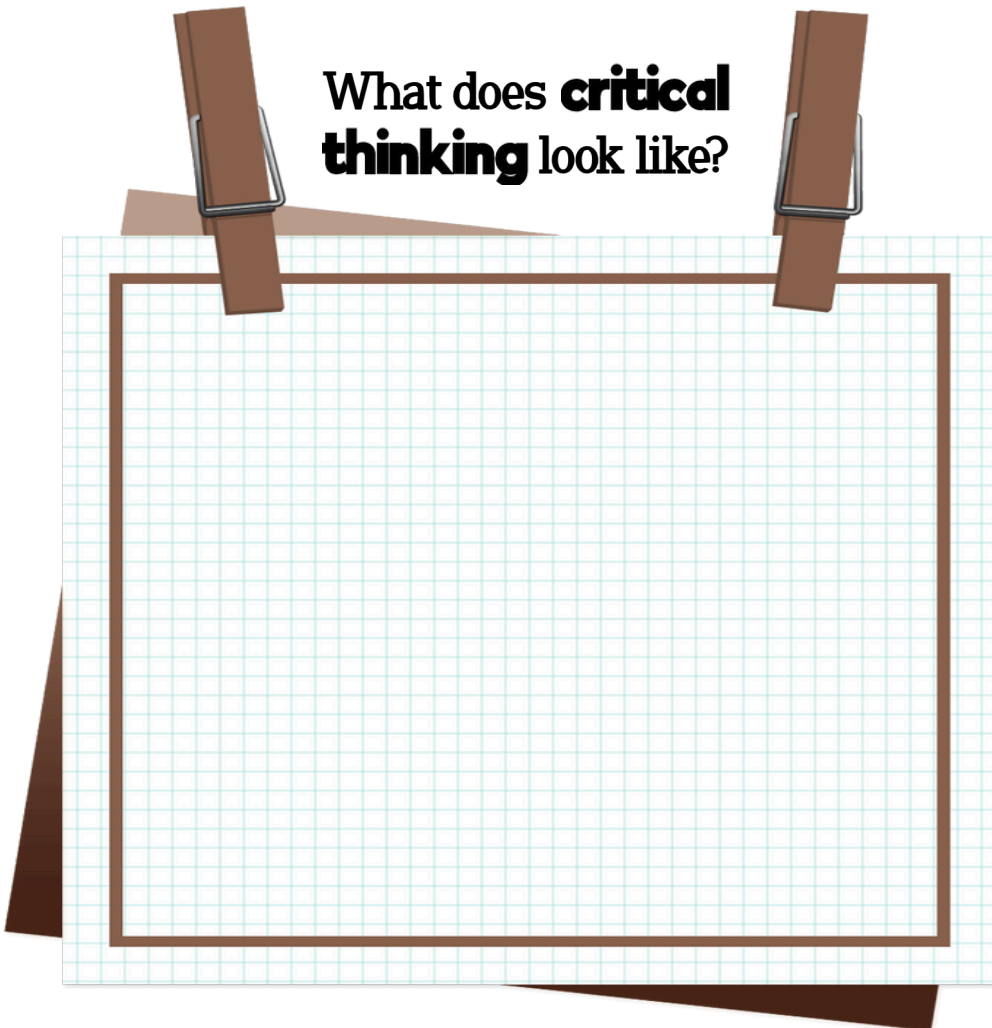
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What does **critical thinking** look like?



# PEOPLE MANAGEMENT



Name: \_\_\_\_\_

Leaders inspire and motivate individuals, employees, or team members while helping them grow and develop their skills.

Explain why **people management** is important in leadership.

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What does **people management** look like?

A large sheet of graph paper with a blue border, held by two blue clips, intended for drawing or writing. The graph paper is white with a light blue grid pattern. The blue border is a thick, solid line. The two blue clips are positioned at the top corners of the graph paper, holding it in place. The background behind the graph paper is a solid blue color.

# JUDGEMENT and DECISION-MAKING



Name: \_\_\_\_\_

Leaders make well-informed, wise decisions based on relevant information to produce desired outcomes.



Explain why **good judgement** and **decision-making** are important in leadership.

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What does **good judgement** and **decision-making** look like?

# COLLABORATION



Name: \_\_\_\_\_

Leaders work well and productively with others, motivate others to join an effort (or cause), and interact with others to resolve conflict.

Explain why **collaboration** is important in leadership.

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What does  
**collaboration** look like?

A large sheet of graph paper with a blue border, held by two blue clips, intended for drawing or writing. The graph paper has a light blue grid pattern. The entire sheet is set against a dark blue background that looks like a folder or a piece of paper with torn edges.

# RESPONSIBILITY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Leaders are accountable, work hard to achieve goals,  
are counted on by others, aim to solve problems,  
and make wise decisions.



Explain why **responsibility** is important in leadership.

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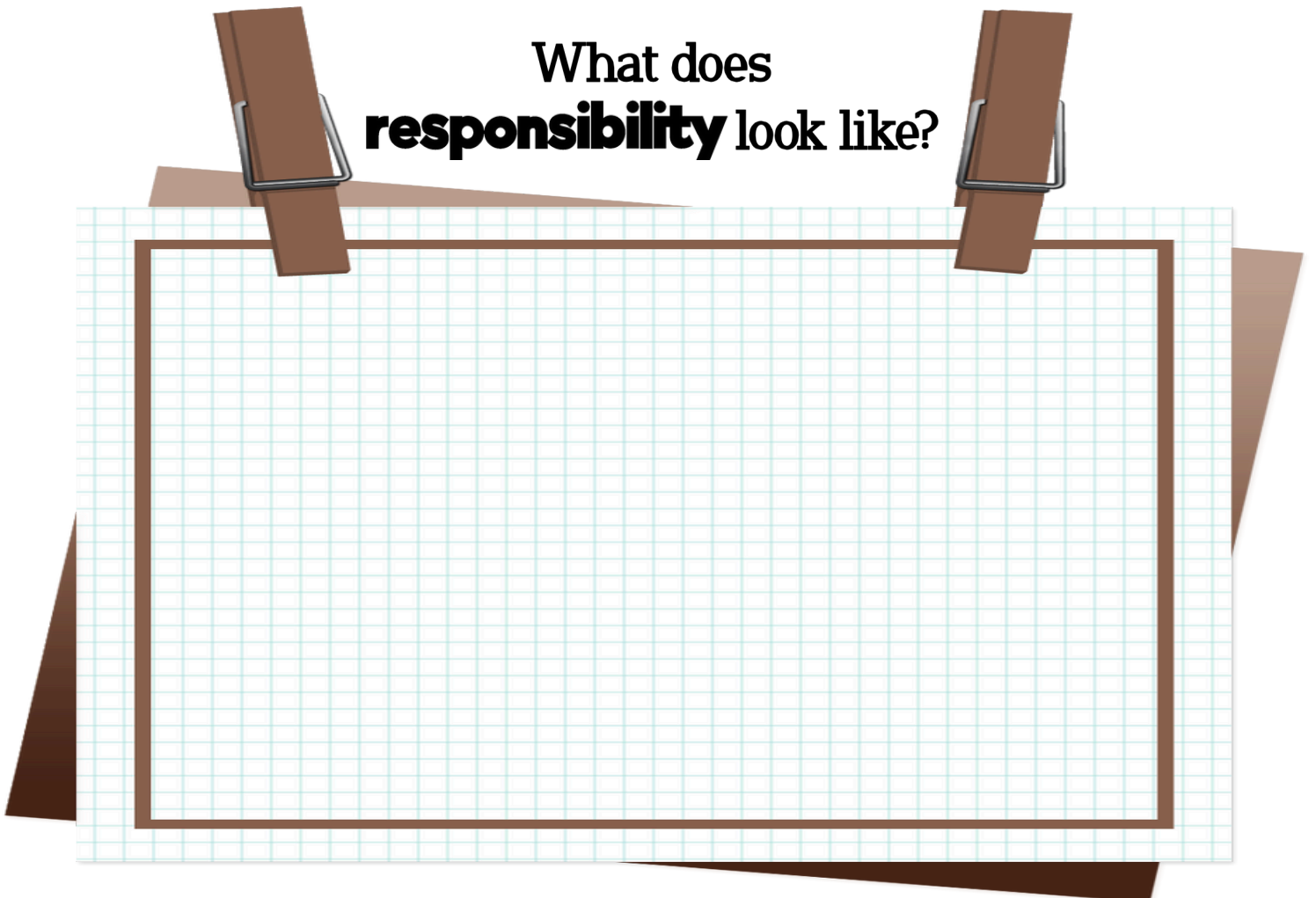
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What does  
**responsibility** look like?





# NEGOTIATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Leaders find an agreeable solution to a problem, resolve conflicts, and settle differences in a way where everyone involved is satisfied.

Explain why **negotiation** is important in leadership.

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What does  
effective **negotiation**  
look like?



# Develop Your **LEADERSHIP** Skills



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Directions: Think about what it means to be a leader. Make a list of actions you can take to help you develop your leadership skills.

Leaders

Are

Not

Born

Leaders

**How I Can Develop My Leadership Skills**

# LEADERSHIP



# LEADERSHIP

[illegible]



# LACK OF LEADERSHIP



Name: \_\_\_\_\_

Directions: Demonstrate your understanding of what lack of leadership looks like.

WHAT LACK OF LEADERSHIP LOOKS LIKE:

1.

2.

3.

4.

# FINAL THOUGHTS

## LEARNINGS AND TAKE-AWAYS ABOUT LEADERSHIP

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.