NEW ENGLAND MUNICIPAL CLERKS INSTITUTE

LEADERSHIP: GETTING THINGS DONE - 2019

Improving Accountability, Leveraging Influence, Maximizing Potential

Agenda and Pre-Work Assignments (in red)

1. Listening, Listening… Are You Listening?
2. Working Together – Personality, Character and Style

* **Complete 16 personalities instrument and bring report**
* https://www.16personalities.com/free-personality-test
* **Complete VIA Character Instrument and bring report**
* http://www.viacharacter.org/www/

1. Leading and Serving on Project Teams

**Bring a ONE PARAGRAPH write-up of at least one of the following:**

* + A project in the past you’ve led
  + A project in the past you’ve participated in
  + An up and coming project you will be leading
  + An up and coming project you will be participating in

Please describe the who, what, when, where and why of the situation.

Please clearly define your role. Thank you.

**Just one paragraph, please. Just looking for a high-level overview.**

1. Facilitating and Participating in Effective Meetings

* **Bring an agenda from any meeting you’ve attended in the last two years**

A meeting you’ve attended or someone else attended. Remember to protect privacy, please remove and/or avoid a document with confidential information.

1. The Language of Non-Verbal Communication

* **No prework for this session.**

## Putting it All Together – Practicing Your New Skills