

Being an Effective Director

Identifying Your Leadership Traits

- Am I organized and good with details or more of a big-picture person?
- Do I tend to be outgoing or more reserved?
- Do I work collaboratively, or do I use a more authoritative approach with others?
- When faced with a task, do I focus more on getting the task done or on the best way to do so?
- How comfortable am I with conflict? How do I tend to handle situations involving conflict?
- How flexible am I?
- Is my communication style more direct or indirect?
- Do I make decisions easily and quickly, or do I take my time?
- Do I stick with methods I know work, or do I tend to consider more unique approaches?











Self-Reflection

- What skills do I have that are contributing to the effectiveness of my program?
- What skills do I need to focus on and further develop in order to be effective in this role?
- What do I believe about child development?
- What do I believe about behavior?
- What do I believe about parenting?
- How do I feel about asking for and accepting help?

3 Ways You Can Develop and Support Positive Program Culture and Climate

1. Make time for your **entire** program community
2. Effective communication
3. Welcoming environment
 - What am I already doing to foster a welcoming environment?
 - How might I improve this aspect of my program?

Effective Communication: Do's and Don'ts

| Do... | Don't... |
|---|--|
|  Clearly and concisely convey your message | Speak vaguely or use jargon  |
|  Practice active listening | Interrupt or dominate the conversation  |
|  Tailor your message to your audience | Forget to consider your audience's needs  |
|  Show empathy for other viewpoints | Be dismissive  |
|  Focus on positivity and solutions | Dwell on negativity and blame  |

[illegible]