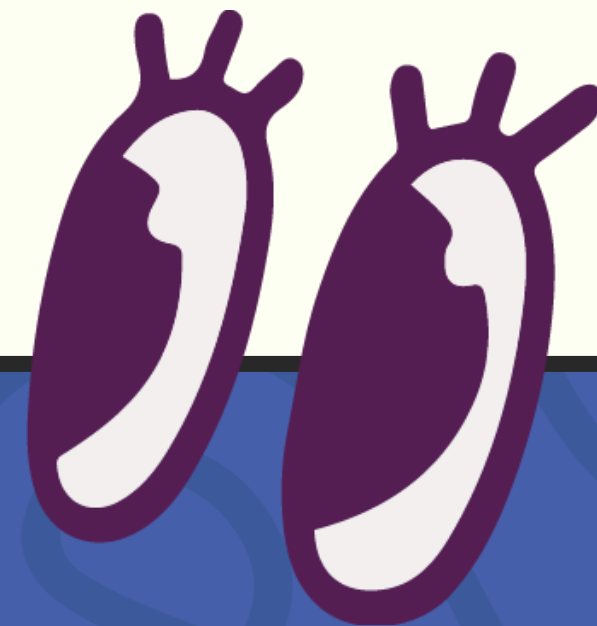




COMMITTEE TRAINING 25/26

LEADERSHIP AND PROJECT MANAGEMENT







Introduction




Amelia Jones (she/her)

Campaigns and Democracy Coordinator
Voice Team



The content from this session will be included in the quiz which you be tested on. You need to pass the quiz to complete your committee training



Project Management

CONTENT OVERVIEW

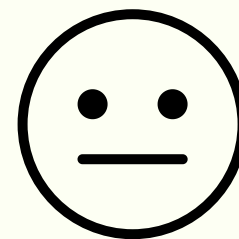


- Introduction
- Time Management
- Event Management
- People Management
- Conflict Resolution
- Working with the SU
- Reflections



Before we start...

On a scale of 1-10, how confident do you currently feel about leading your society/club?



A small purple flower icon with a yellow center, located in the top left corner of the slide.

Before we start...

A small pink flower icon with a yellow center, located on the right side of the slide.

Important: All attendees need to fill out the forms to pass this training

A stylized pink cloud icon with a dark purple outline, located in the bottom right corner of the slide.

01.

Time management

- Additional commitment(s) to studying
- Deadlines come first
- Whole society relying on you to run the society
- Managing burnout and stressful periods
- Goals to benchmark: competitions, campaigns, events

01.

Working backwards and setting intentions

- What do you need to happen to have a successful year?
- How many events/sessions are you looking at planning?
- Who do you need to work with on the committee? Externally?
- How much time do you need to plan each project/event?
- When do you need to achieve each event/project by?
- What items will you require to do the projects?

01.



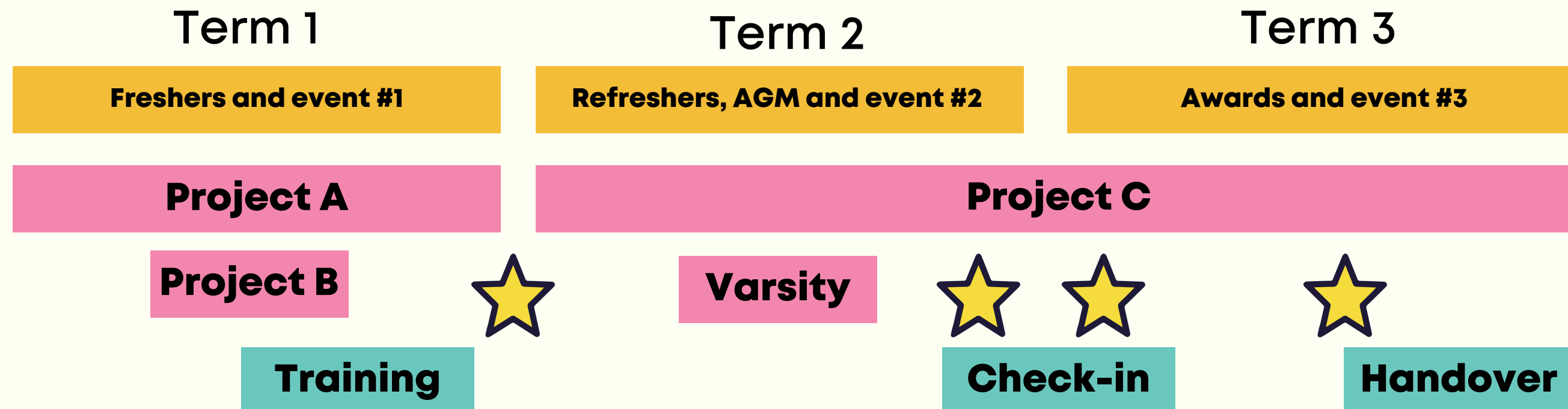
SMART Goals

Use to plan each campaign or project

- Specific- Who? What? Why? How?
- Measurable- Give relevant metrics you can compare progress with. What does success look like?
- Achievable- Be realistic about your sphere of influence and resources. What are the potential challenges, and how will you overcome them?
- Relevant- Why this problem? How does this link to other issues?
- Time- When do you want to achieve this by? What is the timeline?



Calendar blocking



02.

Event management

- Running events are a core part of being a committee member
- Making sure that events are organised, safe, inclusive and accessible is key: create an itinerary or schedule to communicate
- Working with other societies or external organisations/figures
- Adhere to formal processes to enable smooth planning
- Developing strong communication with your Social/Event Secretaries

02.

Barriers to participation and fostering community

- How are you making your society/club accessible to people from all backgrounds?
- How can for example, commuter students, low-income students, distance learners, student parents, or mature students get involved? Does the society unintentionally lock out any groups of students?
- Do you think your society/club is a welcoming environment? Why do you think this?
- Are you giving enough notice for events?

02.

Membership and responsibilities

- You are representing your society/club, the SU and University
- Keeping members engaged throughout the year
- Keep your resources organised for handover
- Duty of care to members attending events
- Being proactive vs reactive to challenges

02.

Key considerations

- Sustainability:
 - Prevent or manage waste?
 - Use public transport/ car share?
 - Can you re-use items? Limit consumption?
- Location:
 - Is it accessible? Are there fees associated?
 - Have you given enough notice to book rooms and tell members?

For more information read the handbook

03.

People management

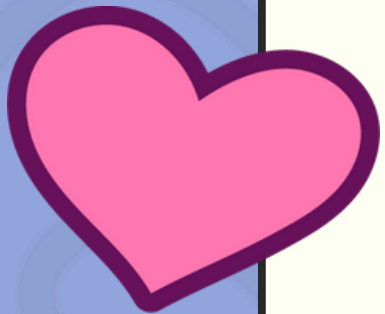
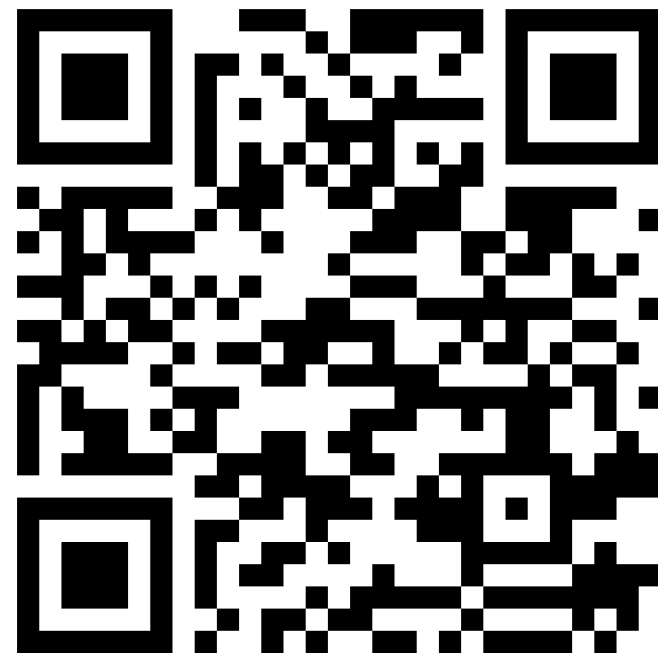
Having good communication and interpersonal skills can make or break your time in the role

- It's the simple things:
 - Letting people know if you will be inactive/have deadlines
 - Ensuring everyone knows their roles and the expectations
 - Having group chats for members and one just for the committee
 - Having regular catch-ups/communication with the committee
 - Building good relationships with other societies
 - Outlining what behaviour will and will not be tolerated

03.

Chairing effective meetings with your committee

Bad ideas only: How should
you NOT chair a meeting?



03.

Chairing meetings

- Clear instructions- what are you expecting from the meeting?
- Culture- can people raise issues? do they feel comfortable?
- Fair participation- make everyone's thoughts matter
- Agendas- make the meeting have a purpose
- Humanise yourself- you're also a student!
- Thank people for sharing their ideas

03.

Delegation

- Even with good time management, you cannot do everything yourself!
- Burnout is not a badge of honour
- Setting boundaries and expectations
- Leadership includes knowing where to outsource support:
 - Who has a relevant role to help you? Who is reliable?
 - Give relevant information and deadlines

04.

Conflict resolution

It is likely during the role that conflict will arise:

- Expectations may not be met
- People may not be responsive
- Personality clashes etc
- When conflict goes unaddressed, or is addressed “violently”, problems can fester into bigger issues.
- Conflict resolution isn’t something to be afraid of- in fact it will make your team work better in the future!

04.

Conflict resolution

What are some positive ways to go about conflict resolution?

04.

Conflict resolution

Active listening

Assertiveness

Structuring a difficult conversation

Negotiation skills

Looking for collaborative solutions

Understanding conflict drivers

Non-Violent communication

04.

Non-Violent Communication

- 1) State the situation as an observation
- 2) Identify the feelings
- 3) Identify what needs are not being met
- 4) Request a solution OR state the boundary

04.

Conflict resolution- bad example

- 1) On Friday you threw all of your work onto me because of your poor planning. I took on the task because you pressured me to do it, even though I'm swamped with deadlines at the moment.
- 2) I am annoyed that you left everything last minute for me to do.
- 3) Because I was busy with assignments and didn't have time to plan everything well, the event went terribly and hardly anyone turned up. I essentially wasted my time.
- 4) Don't pressure me to drop everything to help you in the future- you need to plan things better in the future.

04.

Conflict resolution- bad example

- 1) On Friday you **threw all of** your work onto me because of your **poor** planning. I took on the task because you **pressured** me to do it, even though I'm **swamped** with deadlines at the moment.
- 2) I am annoyed that you left **everything** last minute for me to do.
- 3) Because I was busy with assignments and didn't have time to plan everything well, the event went **terribly** and **hardly** anyone turned up. I essentially **wasted** my time.
- 4) Don't pressure me to **drop everything** to help you in the future- you need to plan things better in the future.

04.

Conflict resolution- good example

- 1) On Friday at 3.30pm you asked me to plan the next society social for next week. Even though I knew I was busy, I agreed to take on the work.
- 2) I felt frustrated with myself for agreeing to do the work.
- 3) Helping others is important to me so I took on too many tasks and put myself under pressure.
- 4) It would help me if I had at least two days notice for tasks so that I can plan my work around my studies/ I will not be able to help out with events with less than two-days notice in the future.

05.

Working with the SU

- We can support with campaigns and events planning
- Utilising the Councils
- Know how each Council can help:
 - Societies Council- grant funding
 - Sports Council- campaign/event involvement e.g. Movember/ Varsity
 - Academic- liaise with academic reps and staff on academic issues/projects
 - All Councils- advice and campaign/event support



05.

Working with the SU

- Every October we run Student Leaders Conference for reps, committee members and officers
- Are there any workshops or upskilling sessions that you would like to see in particular?
- Fill in the form to let us know what you want to see! (Optional)

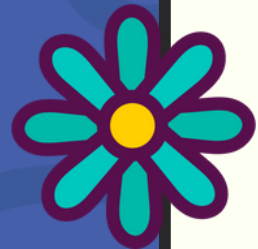


Project Management Training

REFLECTIONS



What are your key takeaways/ next steps?



To pass the committee training we need all participants to say one thing they will do/ have learned



Which picture describes how you feel about running
your society?

1



2



3



4



5



6



7



8



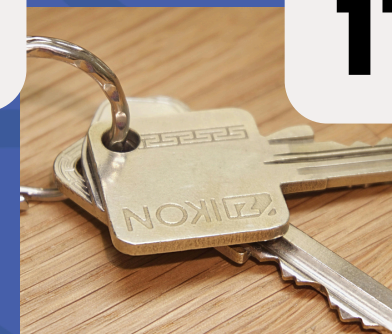
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Thank you!

Get in touch with the Voice Team at:
su-voice@le.ac.uk

