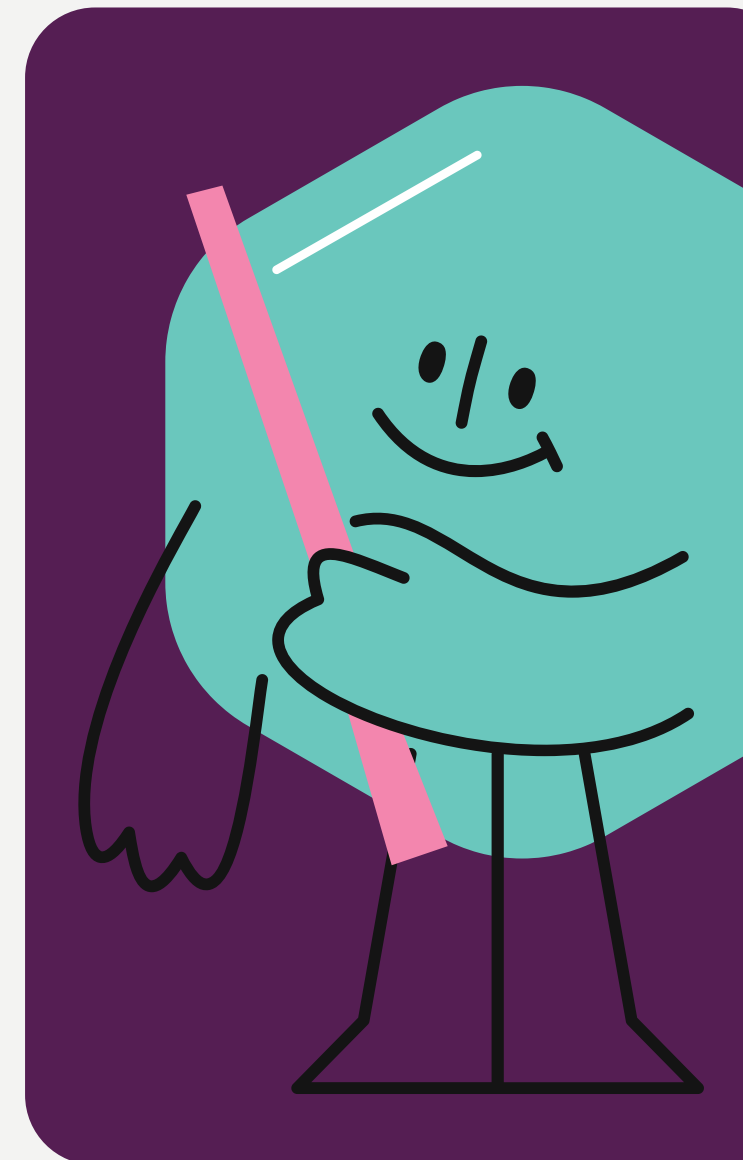
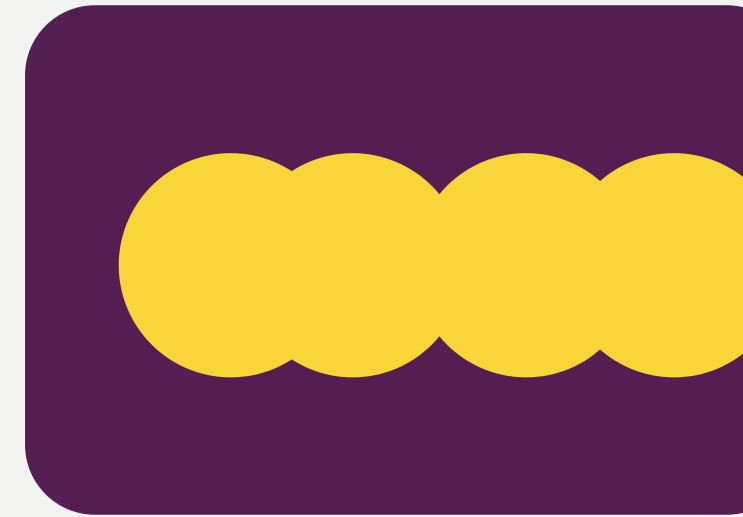
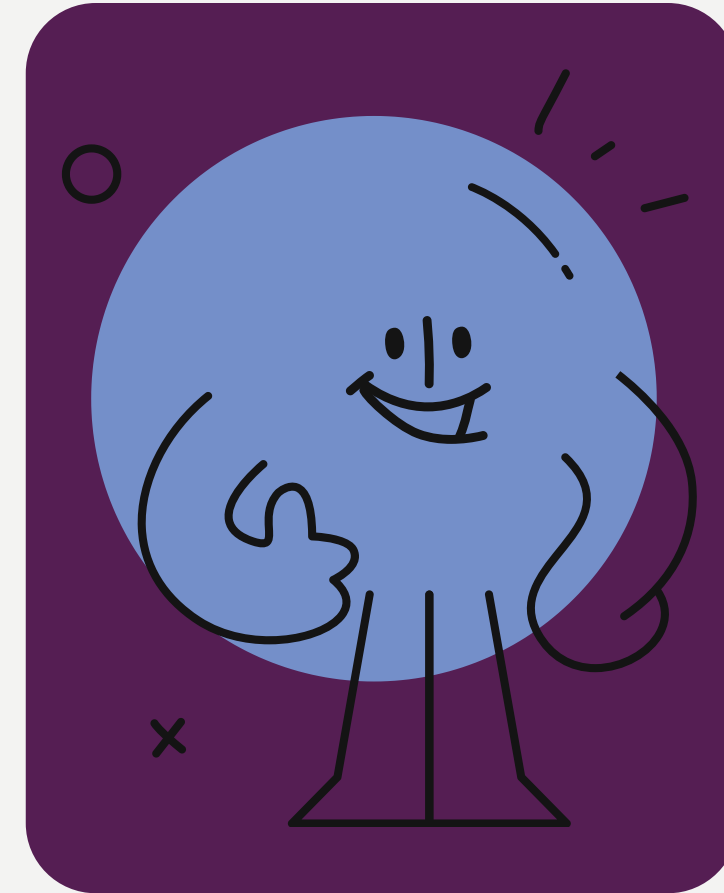


# LEADERSHIP AND MANAGEMENT

Committee Training 26/27



LEICESTER  
STUDENTS'  
UNION





**Individual Interactive:**

# **WHAT DOES SUCCESS LOOK LIKE THIS YEAR TO YOU?**

What do you want to get out of this year and what does a successful year look like?

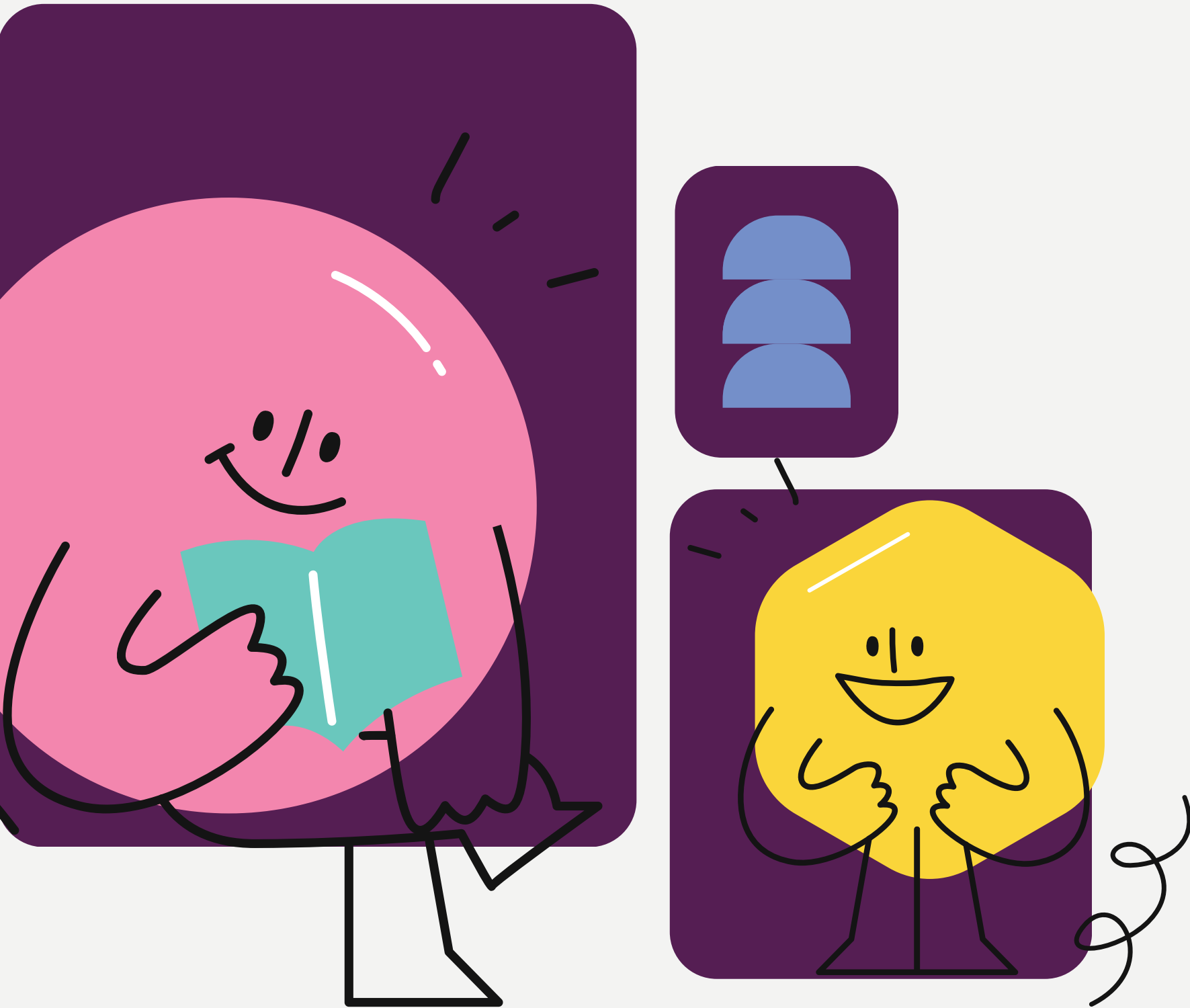




# WHAT WE ARE COVERING

- 1 Working in a Team
- 2 Effective Communication
- 3 Setting Expectations
- 4 Accountability and Assessment
- 5 Project Management





# WORKING AS A TEAM

Committee Training 26/27



# SUCCESSFUL TEAMS

- ✔ A clear purpose - Agreed upon aims and objectives with goals for end of year outcomes
- ✔ Informality - Ensuring there is a friendly atmosphere, keeping it student to student and being realistic about your role and the seriousness.
- ✔ Civilised Disagreement - When people differ in opinion, the debates are kept respectable, open-minded and grounded by the aims and goals.
- ✔ Self Assessment - Taking responsibility and assessing how you can improve is key. Being honest and respecting feedback should be kept core alongside regular reviews of development.



# WHAT TO EXPECT

## REALISTIC

- That you complete your constitutional tasks , in line with agreed upon boundaries and deadlines.
- That you behave appropriately and professionally.
- That your responsibilities are upheld to an agreed upon standard.

## UNREALISTIC

- Anything outside of agreed upon boundaries and standards.
- Another committee members responsibilities.
- Absolute consistency and contant attention.



# SOME IDEAS:

Committee Calendar

Visible Responsibilities

Seeking Advice

Regular Meetings and  
Setting of Procedures

Making sure that you know your boundaries as well as others is key to ensuring effective teamwork and communication!





## **BREAKOUT SCENARIO:**

You had tasked somebody else on committee with organising the advertisement for an event. It is getting close to the event date and they have messaged saying they don't have the time and that they haven't done it.

What do you say? How do you say it? What's the next step?





# RESPOND AND REACT

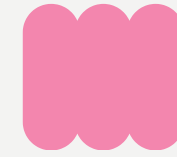


- DO: Act professional and communicate as you would want to be communicated with.

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- DON'T: Respond with judgement or accusation.

---
- Suggested Response: “Thank you for letting me know. The event is quite soon so if you do not have the time then we can see if somebody else can make the material on this occasion, but can you please let us know with more advance in future. If you are struggling with workload, please let me know and we can see how best to support you going forward and maybe look at if you are still happy in the role? It can just cause issues otherwise as we need to promote the event. Let me know if you want to have that chat or need any further support”.





## **BREAKOUT SCENARIO:**

During a team meeting, somebody on committee comes up with an idea that you disagree with. You do not feel it is appropriate or in line with what you should be doing as a society and it could be detrimental if it goes ahead.

What do you say? How do you say it? What's the next step?





# RESPOND AND REACT



➤ DO: Challenge the idea with facts and regulation.

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➤ DON'T: Respond emotionally or in an unprofessional manner. Try to avoid putting in too much personal opinion.

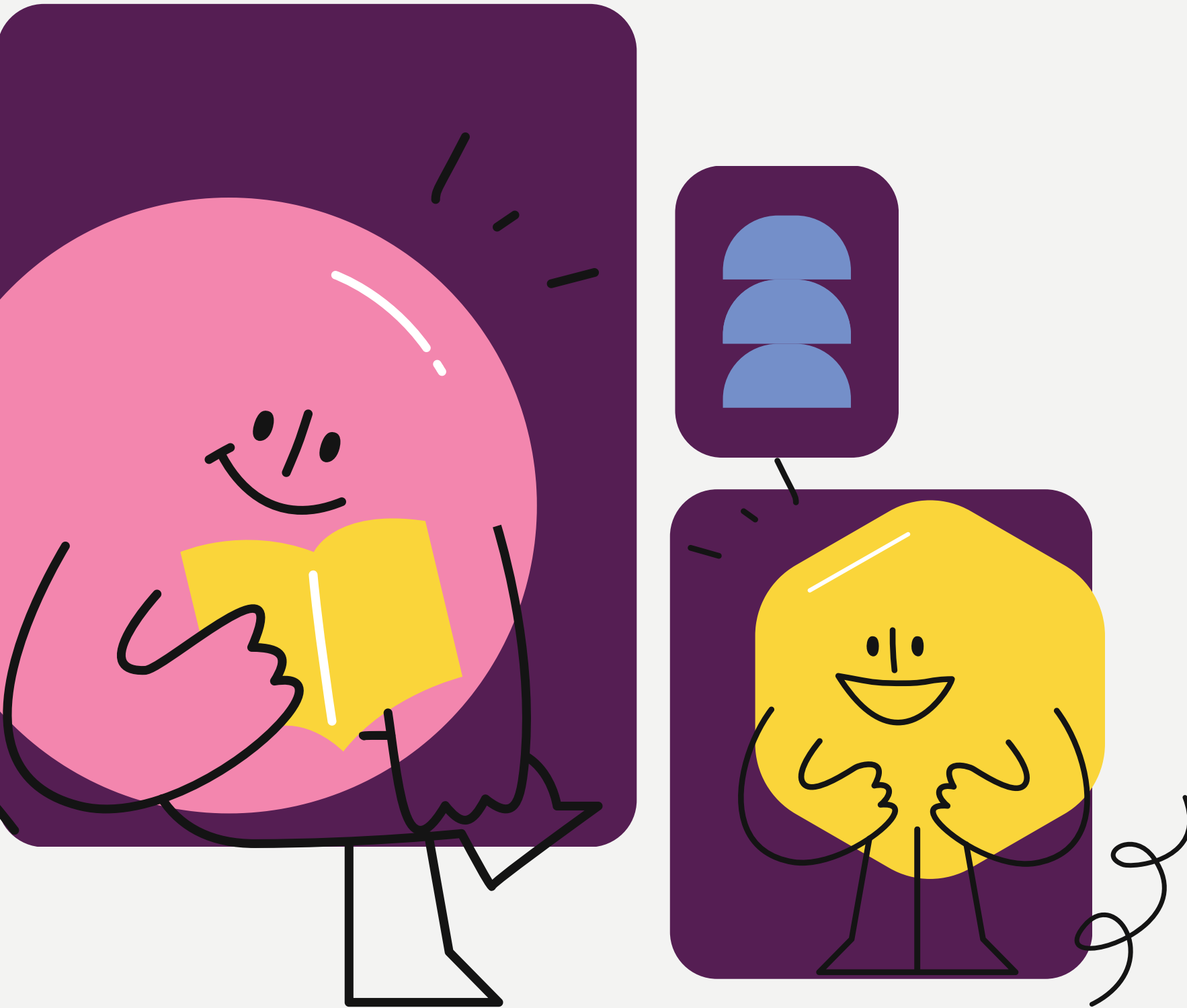
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➤ Suggested Response: “I’m not sure that is the best move. I believe it is against the SU’s regulation and could have potential consequences. I recognise the direction but would suggest we could maybe approach it differently by doing it this way instead?”

---

➤ If this doesn't work or plans still go ahead, you can reach out to the Activities Team for advice or potential intervention if needed.





# ACCOUNTABILITY AND ASSESSMENT

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# TAKING RESPONSIBILITY

Ignoring a situation or pretending it didn't happen helps nobody. Being  
➤ honest with your members and showing transparency on learning from mistakes shows care and responsibility, over arrogance or insensitivity.

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➤ You Can Do So By:

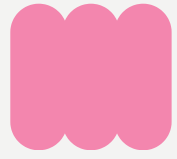
Open statements or communications

Getting and implementing feedback

Transparency with people (depending on context)

Reaching out for advice and help, don't try to take on everything alone!





# GETTING FEEDBACK

Feedback from your members is crucial for keeping yourselves on track and in line with the expectations on you.

---

We recommend you have a way for people to give feedback and contribute to ideas, but don't make it anonymous. Examples of safe feedback loops could be:

- Instagram story polls
- In person discussions at sessions or socials
- Feedback forms that are not anonymous
- Ensuring members know who to go to with any queries or concerns





# IMPLEMENT AND ACTION

- Gaining feedback is great, but don't forget to visibly act on it!
- 

Celebrate those wins and recognise improvement. Whether that's

- via social media, simple messages in chats or through your development report.
- 

- Remember people are paying and dedicating time to be in your group. What would you of wanted to see from your committee as a member?



**The timetable is as follows:**

<b><u>Saturday 6<sup>th</sup> June</u></b>		<b><u>Saturday 13<sup>th</sup> June</u></b>		<b><u>Wednesday 17<sup>th</sup> June</u></b>	
9:15am-10:15am	Events and Socials	9am-10am	Publicity and Branding	5pm-6:30pm	Finances and Budgeting
10:30am-11:30am	Leadership P2	10am-11am	Academic Careers/Skills	6:30pm-7:30pm	Events and Socials
11:45am-1:15pm	Finances and Budgeting	11am-12pm	Leadership P2	7:30pm-8:30pm	Publicity and Branding
1:30pm-2:30pm	Academic Careers/Skills	12:15pm-1:15pm	Events and Socials		
2:45pm-3:45pm	Publicity and Branding	1:30pm-3pm	Finances and Budgeting		

*Attached to this email is a breakdown of what each pathway entails.*



# IT DOESN'T ALWAYS GO TO PLAN

Part of planning should be preparing for when things don't work out or around what could go wrong.

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It's okay if mistakes are made! The key is recovery.

- Let others know, be honest and ask for help
- Know what works best for people before putting actions into motion so that you can easily improvise
- Plan around what could go wrong .e.g. buffer deadlines or spare budget





# CREATE A PROJECTION PLAN

**in your group or as an individual, create a projection plan!**

**If you complete it as a group please ensure you all submit individual documents via your interactive form.**

  
Committee Training – Leadership Project Management

**Projection Plan**

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

Student Group: \_\_\_\_\_

Over summer we/I will....	We/I will achieve this by....
Following on from this, during Freshers we/I will....	We/I will achieve this by....
Following on from this, during the rest of term 1 we/I will....	We/I will achieve this by....
Following on from this, at the start of term 2 we/I will....	We/I will achieve this by....
Following on from this, towards the end of term 2 we/I will....	We/I will achieve this by....
Finally, by the end of the academic year we/I will....	We/I will achieve this by....

**ANY QUESTIONS?**