



SECA 2008 Conference Leadership Opportunities

Are you a current leader of your organization or would you like to become a leader at your state and local level? The Leadership Commission of the SECA Board of Directors has planned a series of special sessions at SECA 2008 just for you. All current and emerging leaders are welcome. For full conference details, go to the SECA website and click on “conference.”

Thursday, March 27, 2008 *Affiliate Networking Reception*

4:30-6:00 pm ■ *Marriott Hotel, Salon I* --Take this opportunity to meet your counterpart in other states, enjoy some food and beverages, and discuss opportunities and challenges that you all are encountering. Members of the SECA Leadership Commission will lead an informal discussion.

Saturday, March 29, 2008 *Your By-laws: How, When and What*

7:30-8:30 am ■ *Marriott Hotel, Conference II* --Thinking about amending your by-laws or starting a new chapter or affiliate? Learn the steps for completing and amending by-laws and ways to make the process productive. Presented by SECA board members, Toni Cacace-Beshears (VA) and Judy Carnahan-Webb (TX).

SECA Business Meeting

9:45 am (following the General Session) ■ *NKY Convention Center* --Join the SECA Board of Directors to learn about the Association, receive our financial and program reports from 2007 and learn our plans for the future. We'll also recognize many of our award winners in this session.

Fostering Leadership within Your Organization

11:15-12:15 pm ■ *Marriott Hotel, Conference II* --Trained leaders are effective leaders. Join the SECA Leadership Commission to learn about Board training resources that are available from SECA.

When Generations Collide: Working With Board Members to Reach a Consensus

12:45-1:45 pm ■ *Marriott Hotel, Conference II* --Today there can be four distinct generations of Board members sitting across from one another at the conference table, and the potential for conflict and confusion has never been greater. Learn how to bridge generational gaps by understanding the differences that drive generations apart. You will leave with tools to recruit, retain, motivate and manage each generation more effectively.

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Leadership Commission

Members

- Toni Cacace-Beshears, VA
- Judy Carnahan-Webb, TX
- Susan Carrigan, OK
- Sandra Hutson, Member-at-Large

Breakfast Meetings: Will Your Group Rise and Shine?

Scheduling work group or board meetings for early in the day is an attractive idea. People's energy will be high, their minds fresh, and the meeting will be out of the way early on. Early morning meetings are possible, but be realistic:

Let people sleep on it. If you are assigning people to make reports or participate in decisions, be sure they have the information a couple of days in advance. With a morning meeting, there is not time to prepare just before the meeting.

Stay focused. Go back to basics. Emphasize that the start time won't slide back. Focus the discussion on the issues, and head off digressions. End on time.

Don't eat up the morning. One enemy of the best intentions for brevity is food. You've got to have some at early meetings, but be aware of items that consume time and attention while being consumed — cooked breakfasts, cereals that require preparation, and so on. Fruit, rolls, and of course coffee and tea are the safest bets.

Observe results honestly. To decide whether future early meetings are really for you and your group, consider these questions: Were the reports well prepared? Was the discussion effective? How many people never woke up or clearly hated the whole morning idea? And finally, is this an idea that works or one that will never "get out of bed?"

-Adapted from the *Manager's Intelligence Report*, October 2007.

A leader of character seeks to discover truth, decide what is right, and demonstrate the courage and commitment to act accordingly. Character connotes not only moral and ethical excellence, but also firmness, resoluteness, self-discipline and judgment.

James Madison University ROTC

Effective Delegation

Effective supervision requires delegation of responsibilities. Effective delegation enables people to be ultimately more fulfilled and productive. Delegating responsibilities may produce future leaders. The following references are recommended for reading about effective delegation to help you and your own leaders:

1. "Effective Delegation"

<http://www.managementhelp.org/mgmnt/prsnlmt.htm#anchor913749>

2. For advanced information, see "Delegation" at

<http://www.managementhelp.org/guiding/delegate/delegate.htm>

3. "Six Steps to Effective Delegation"

<http://www.vistage.com/featured/six-steps-to-effective-delegation.html>

4. "Effective Delegation"

http://humanresources.about.com/od/delegation/qt/delegation_15.htm

5. "How to Delegate Responsibility"

http://www.ehow.com/how_3816_delegate-responsibility.html

6. "Delegating Work and Responsibility"

<http://www.zeromillion.com/business/personnel/delegating-work.html>

7. "Learning How to Delegate Responsibility"

<http://www.allbusiness.com/human-resources/employee-development-leadership/11490-1.html>



Delegating responsibility helps build future leaders.

Appreciate to Motivate Your Employees: The Five Secret Keys to Successful Team Building

Giving sincere appreciation to team members is important. Ed Sykes (<http://www.thesykesgrp.com/AppreciateMotivate.htm>) offers these tips for giving appreciation to help your team achieve:

1. Be Specific—Let your team members know exactly what action or behavior you appreciate.
2. Be Timely—Show appreciation as soon as possible after the performance you valued.
3. Be Fair—Appreciate individuals for accomplishment of goals they were working toward.
4. Be Public, If Possible—Appreciation is not something to hide. It works best when done publicly.
5. Be Rational—Don't just say, "You did a good job." Use language that allows the persons you are appreciating know how they helped the team.



Appreciate your employees! Motivate your team! Achieve success!

Showing appreciation is a good idea!

Interpersonal Relationships Success Tips: How to Manage Gossip

Expect a certain amount of gossip; people want to know what is going on in their workplace, and they like to discuss work issues. The key is to know when the gossip is out-of-hand. You need to act if the gossip is disrupting the work place and the business of work, hurting employees' feelings, damaging interpersonal relationships, or injuring employee motivation and morale.

If you find yourself having to address gossip frequently, you may want to examine your workplace to understand the consistent themes in the gossip. Consider that you may not be sharing enough information with employees. It is also possible that employees don't trust you and are afraid to ask about important topics. If gossip has been unmanaged in the past, gossip tends to become a negative aspect of your work culture. So, don't let negative gossip go unaddressed. You can manage gossip exactly as you would manage any other negative behavior from an employee in your work place. Use a coaching approach when possible, to help the employee improve his or her behavior. But, when needed, gossip management starts with a serious talk between the employee and the manager or supervisor. If the discussion of the negative impacts of the employee's gossip has no effect on subsequent behavior, begin the process of progressive discipline with a verbal warning, then a formal written verbal warning for the employee's personnel file. If you assertively deal with gossip, you will create a work culture and environment that does not support gossip.

-Directly from: http://humanresources.about.com/od/negativity/qt/gossip_i2.htm by Susan M. Heathfield.

Resource Recommendation

Ten Secrets of Successful Leaders:

The Strategies, Skills, and Knowledge Leaders at Every Level Need to Succeed

By Donna Brooks and Lynn Brooks



**SOUTHERN EARLY CHILDHOOD
ASSOCIATION**

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***Promoting Quality Care and
Education for Young Children and
Their Families***

[http://
southernearlychildhood.org](http://southernearlychildhood.org)

The Southern Early Childhood Association (SECA) is a regional organization committed to promoting quality care and education for young children and their families. SECA is committed to providing leadership and support to individuals and groups by:

- *Enhancing the quality of young children's lives through early childhood care and education.*
- *Supporting families in their roles of caring for their children.*
- *Fostering the professional growth and status of individuals working with young children and their families.*
- *Increasing public understanding and support for policies and programs which ensure developmentally based services to young children and their families.*
- *Focusing on Southern issues concerning children and families*

Polish Your Group's Treasures

Day by day you are probably not aware of your board members in terms of how they will do their individual tasks. That is necessary of course, but don't overlook their contributions to the group itself---how they help the board function socially and make meetings a good place to get things done. Recognizing these assets will help you in assigning duties, appreciating each contribution, and understanding what the group wants and needs. Consider three types of contributors:

1. **Experts and Problem-solvers:** Which members are good at taking ownership of work processes or tasks? Assign them to iron out the stubborn wrinkles in difficult procedures such as attaining data for a board report. Then ask them to share their problem-solving skills with their co-board members.
2. **Social Hubs:** Which members are popular with each other and are always in the know? They may concentrate on goings-on in their part of the state or community or be in contact with other similar boards. Keep them up-to-date on your priorities for the groups so their networks are in-the-loop, too.
3. **Outsiders:** Which members do not hang with a group or go with the flow and offer you a different perspective because of it? Draw this group's solidarity toward objectivity.

“Everybody can be great because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve. You don't have to know about Plato and Aristotle to serve. You don't have to know Einstein's Theory of Relativity to serve. You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace, a soul generated by love.”

Dr. Martin Luther King, Jr.