



Working Together for a Better World

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for tools and guidance

Through Strategy, Teamwork, and Leadership

I'll take you on a journey to new places

Guidance and Exercises on Leadership Development: Week 7

Stepping Up and Managing Change

My overall approach to leadership development is described more fully in my book on *Make a Better World: A practical guide to leadership for fundraising success.*

After sharing six worksheets on leadership, I have this bonus for you to live day by day.

Building Blocks for a Better World

Leadership **You** Integrity
Responsibility Accountability
Commitment Caring Behaving
Diversity Excellence Sustainability
Self-aware Solutions Empowering
Character Values Ethics Judgment

Leadership Truths

Innovation
Inspiration
Step Up Now
At Every Level
Men and Women
Experience Matters
Character and Values
Both Coach and Mentor

Your leadership is important for your organization, group, team, and meeting. Two topics I cover in the book that are important for everyone – and I mean everyone – in every organization and every group: 1) Stepping up when you are not the boss and 2) Managing change:

Six Simple Steps to Leadership

1. **Networking with others**
➢ So you have potential partners and allies.
2. **Seeing what needs to be done**
➢ So you focus on important matters.
3. **Seizing opportunity**
➢ So you can take advantage of circumstances.
4. **Stepping up when you hesitate**
➢ So you will actually lead in new ways.
5. **Persisting in spite of roadblocks**
➢ So you will achieve the results society needs.
6. **Running meetings well**
➢ So you will have others to help too.

Realistic steps to lead that everyone can take!!

Always based on positive values!!

Eight Easy Steps to Manage Change

1. **Innovate** – Articulate a vision and mission that motivate
2. **Plan** – Incorporate vision and mission in everyone's plan
3. **Communicate** – That this is important again and again
4. **Focus on getting results** – Not on the change needed
5. **Listen and involve** – So everyone participates
6. **Set objectives** – With individual responsibilities
7. **Monitor** – So you can learn and improve
8. **Lead with Vision and Manage for Results** – Implement for vision and mission without talking up change

Bonus on Stepping Up and Managing Change

What I want you to focus on now is how you are stepping up and how you are managing change. These two issues are important – and productive – when you are the boss and when you are not! I have seen that people can step up in unexpected and surprising ways and that managing change in big and small ways can be smoothly done.

Worksheet VII. STEPPING Up and Managing Change

Name _____ Date _____ Mentor _____

A. My assessment of my progress in stepping up as a leader and steps I will be taking

1. How are you expanding your networking? • • •	And what more will you do?
2. How are you seeing what needs to be done? • • •	And what more will you do?
3. How are you seizing the opportunity? • • •	And what more will you do?
4. How are you stepping up when you hesitate? • • •	And what more will you do?
5. How are you persisting in spite of roadblocks? • • •	And what more will you do?
6. How are you running meetings well? • • •	And what more will you do?

What is your overall goal? To be a better leader.

Leadership is a process and progress is your priority.

Revisit your plans for personal leadership development every 3 or 6 months.

Bonus on Stepping Up and Managing Change

B. My assessment of my progress in leading and managing change

1. How are you innovating and leading for improvements? • • •	And what more will you do?
2. How are you incorporating that in everyday activities? • • •	And what more will you do?
3. How are you communicating the importance of this? • • •	And what more will you do?
4. How are you focused on getting the results you want? • • •	And what more will you do?
5. How are you involving and listening to others? • • •	And what more will you do?
6. How are you setting objectives and responsibilities? • • •	And what more will you do?
7. How are you running meetings well? • • •	And what more will you do?
8. How are you monitoring progress to learn and improve? • • •	And what more will you do?
9. How are you leading with vision and managing for results? • • •	And what more will you do?

Good work! Keep it up! Look for the series on developing your fundraising. *Ken*