



Teachable Moments

1. Problem Solving: the ability to solve problems creatively. The process includes these components: identify the real problem, assess all components of the problem, weigh what is relevant, pursue alternatives, and identify a solution. Example: developing a policy.
2. Planning and Organization: the ability to set goals and coordinate a variety of human and material resources to accomplish these goals. Example: producing a specific event.
3. Delegating: the ability to identify or develop a task, and then share the responsibility, authority, resources, and information needed to accomplish it. Example: committee leader assigning a member a task.
4. Decision-making: the ability to evaluate existing information and to be willing and confident enough to make a choice of what should be done. Example: choosing a speaker for a lecture.
5. Financial Management: the ability to plan, develop, and implement a budget, including cost and expense estimates, budget implementation, and budget evaluation. Example: implementing a budget for each event.

Skills for Improving Relationships

1. Persuasion: the ability to identify our own opinions and use logic and communication to change the opinions of others. Example: choosing between two programs.
2. Relationship-Building: the process of creating, developing, and maintaining connections between groups or individuals. Example: scheduling frequent casual meetings with organization members.
3. Adaptability: the ability to cope with a variety of situations and kinds of people. Example: working with people with different cultural backgrounds or values.

Skills for Self-Improvement

1. Stress Tolerance: the ability to cope with taxing situations, while getting the job done and having a satisfying life. Example: performing leadership responsibilities while anxious about a personal relationship.
2. Initiative: the ability to take responsibility for originating new projects, ability to think and act without being urged, the ability to develop new ideas or methods. Example: initiating a recruitment campaign for new members.
3. Risk-Taking: the willingness to try something new or make a decision without the assurance of success or improvement. Example: planning a program that has not been attempted before.