

COURSE IX. Leadership in Election & Voter Registration Administration

(1½ days, 9 hours of instruction)

It has been said that leaders are born and not taught. Even conceding an element of truth to that contention, it is certainly undeniable that effective leaders do exhibit common traits and characteristics which can be learned. It is also true that individual leadership styles can differ widely and yet be effective. This course will focus upon identifying and assessing individual leadership styles, maximizing individual leadership effectiveness, and learning techniques of leadership particularly needed in the public sector. Individual subjects covered may include:

I. Realities Reshaping America and American Leadership

II. Maladministration/Sickness from Within

A. What is administration?

B. Identifying bureaupathologies (**Exercise #1**)

III. The Human Side of Leadership/Motivation Behavior and Environment

A. Maslow's hierarchy of needs

B. McGregor's Theory X and Theory Y

C. Herzberg's motivation-hygiene theory

IV. Six Key Animating Organizational Transformation

V. Realities of Leadership and New Word Traits Most Admired in a Leader

VI. Situational Leadership

A. Situational leadership requirements (**Exercise #2**)

B. Implementing situational leadership: one minute management

VII. Characteristics That Make a Good Team Click

VIII. Leadership Challenge

A. Searching for excellent organizations

B. Five leadership practices common to successful leaders

C. **Exercise #3, #4, & #5**

IX. Towerbuilding (**Exercise #6**)

X. Leadership Common Sense

XI. Upon Return to the Office.....