

# TIPS FOR GROUP LEADERS



Here are some quick tips for group leaders:

- Start and end meetings on time.
- Always come prepared. Have a written agenda.
- Use people's names when speaking to them.
- Be open-minded. Don't discredit ideas just because you disagree with them.
- Foster an atmosphere of respect for all people and opinions.
- Maintain eye contact with the person speaking.
- Ask the quiet member for his or her view on the discussion.
- Work with what you have, not with what you wish you had.
- Be patient.
- Summarize throughout your meetings to stress important points.
- Avoid dominating the meeting. Encourage discussion among members.
- Allow members to learn from their mistakes.
- Admit your own mistakes.
- Do not permit members to offer only criticism. Model offering possible solutions when pointing out problems.
- Remain calm at all times—even if someone else has lost his/her temper.
- Use comparisons and examples to clarify a point.
- Never delegate a job that you would not be willing to do yourself.
- Be yourself. People tend to respect those who are genuine.
- Keep your meetings focused.
- Allow each member to speak without interruption.
- Tell the truth. Do not make excuses, be sarcastic, or exaggerate.
- Focus your energy on the long-term goal, not the temporary ups and downs.
- Make sure your non-verbal mannerisms match what you are saying.
- Always show enthusiasm and encourage the same enthusiasm in your members.
- Treat others with kindness and respect.
- Exercise supportive leadership.
- Ask for clarification if a point is not understood.
- Keep your answers short and direct when appropriate.

*Refer to other one sheets located at Wilder Tower 900 for additional information concerning aspects of group leadership, interpersonal interaction, and/or effective communication.*