

Sample 2**YOUTH LEADER SKILLS PROFILE****LEADERSHIP SKILLS**

- motivate and empower others to act
- involve others without coercing or deception
- promote open discussion and involvement of all participants without dominating
- facilitate and manage group interactions
- delegate effectively
- gain cooperation from unreceptive people
- run a formal meeting well
- challenge existing policies and procedures in a responsible manner
- initiate and implement change effectively

INTERPERSONAL SKILLS

- interact well with others (youth, parents, and other St. John members)
- know how to express feelings warmly and sensitively
- give and receive feedback in a constructive manner
- 'hear' what is said and implied
- know how to interpret and use body language
- know how to use tact and diplomacy
- recognize and value the uniqueness of individuals
- work well with a wide variety of people: males and females; people from other social, educational, religious, cultural and racial backgrounds; individuals who have disabilities or special needs

ORAL COMMUNICATION SKILLS

- present information and ideas clearly and concisely, with content and style appropriate for the audience (whether one-to-one or in a group)
- present opinions and ideas in an open, unprejudicial way
- respond effectively without preparation in spontaneous situations (able to 'think on feet')
- use active listening skills (asking for feedback, paraphrasing, maintaining eye contact, remaining non-judgmental, asking questions of the speaker)

COACHING AND MENTORING SKILLS

- work and communicate with others to meet their needs and expectations
- give appropriate advice in a persuasive way
- give feedback in a constructive way
- help others to increase their knowledge or skills



Adapted from
A Springboard to Tomorrow:
Creating Volunteer Programs for Youth that Encourage the Development of Skills
 by Janet Lautenschlager,
 Voluntary Action Program
 Government of Canada,
 1994



See **DID YOU KNOW?**,
 Vol.2, No. 7 on *Successful Leadership*, July 1995



See **DID YOU KNOW?**,
 Vol.2, No. 11 on *Leadership Qualities*, November 1995



See ***DID YOU KNOW?***, Vol.2, No. 4 on *Team Building*, April 1995

TEAMWORK SKILLS

- show respect for the perspectives, ideas and opinions of others
- work co-operatively with others
- contribute ideas and suggestions to team or committee efforts
- establish a setting that encourages teamwork among others.

TEACHING AND TRAINING SKILLS

- help others acquire knowledge and learn specific skills
- motivate people to learn new things and to perform well
- adjust content and teaching style to the audience
- create an effective learning environment

SUPERVISING SKILLS

- identify and use human resources as effectively as possible
- motivate individuals to perform well
- co-ordinate the assignment of tasks appropriately
- delegate responsibilities and establish an appropriate system of accountability
- monitor progress and assess the quality of job performance
- create trust and respect
- build effective teams

PLANNING SKILLS

- plan agendas, projects, events and programs
- determine the need for action
- lay out a step-by-step process for achieving a goal
- establish objectives and needs, evaluate options, choose best option
- analyse all the requirements to accomplish specific goals (ie, human, financial and material resources)
- establish a realistic timetable

ORGANIZATIONAL SKILLS

- organize information, people or things in a systematic way
- break down an activity into component tasks and co-ordinate resources to undertake them (human and financial); assign appropriate people
- establish priorities
- understand the inter-relationship between all parts of a project
- develop or streamline procedures
- monitor progress and effectiveness
- operate effectively within an established organizational system

CREATIVE THINKING SKILLS

- use imagination and intuition freely
- use linear thinking and judgment to find new solutions
- generate new ideas, invent new things, create new images or designs
- conceive new interpretations and combine ideas or information in new ways
- solve unstructured problems
- design new approaches to solve existing problems
- make connections between seemingly unrelated things
- reshape goals to reveal new possibilities
- use wit and humour effectively

DECISION-MAKING SKILLS

- identify all possible options
- weigh the pros and cons
- assess feasibility
- choose the most viable option

PROBLEM-SOLVING SKILLS

- clarify the nature of a problem
- evaluate alternatives
- propose viable solutions
- determine the outcome of the various options

COUNSELLING SKILLS

- respond to what others have to say in a non-judgmental way ('active listening')
- build trust and openness with others
- demonstrate empathy
- give individual guidance for future direction

ADAPTABILITY SKILLS

- adapt to new situations and settings
- work in unclear or changing situations; have tolerance for ambiguity
- be flexible to adapt to the needs of the moment
- have a positive attitude to change; see it as a challenge rather than a problem



See ***DID YOU KNOW?***,
Vol.1, No. 12 on
Change, December 1994,
and ***DID YOU KNOW?***,
Vol.5, No. 7 on
Communicating Change,
July 1998