

CHOOSING LEADERSHIP  
DFWAE's Leadership Development Program  
Curriculum

| COMPONENT 1:<br>LEADERSHIP              | ASSIGNED   | COMPLETED<br>(DATE) | SUGGESTED<br>ADDITIONAL<br>RESOURCES  |
|---|--|---------------------|---|
| Leadership                              | <i>If Harry Potter Ran GE</i> by Tom Morris.   |                     | <a href="#"><u>Level Three Leadership</u></a> , 3 <sup>rd</sup> Edition, James Clawson, Ph.D.                     |
| Coalescing members around a common goal | <a href="#"><u>Contextual Intelligence</u></a> , Matthew Kutz  |                     |   |
| Supporting and enhancing stewardship    | <a href="#"><u>Stewardship: Choosing Service Over Self Interest</u></a> , Peter Block  |                     |   |
| Coaching, mentoring, leading by example | <a href="#"><u>Overview of Leadership in an Organization</u></a> , Carter McNamara, MBA, PhD, Authenticity Consulting, LLC <b>OR</b> <a href="#"><u>What Makes a Leader?</u></a> , Daniel Goleman, <i>Harvard Business Review</i> , January 2004<br><br><b>AND</b><br>Attend at least six meetings or events of DFWAE during the membership year (July – June)   |                     |   |
| Mediation and Negotiation               | <a href="http://www.ronkelly.com/RonKellyTools.html"><u>Conflict Resolution Tools</u></a> <a href="http://www.ronkelly.com/RonKellyTools.html">http://www.ronkelly.com/RonKellyTools.html</a><br><b>OR</b><br><a href="http://www.cios.org/encyclopedia/conflict/Eskills2_shortcourse.htm"><u>CIOS Conflict Management</u></a> <a href="http://www.cios.org/encyclopedia/conflict/Eskills2_shortcourse.htm">http://www.cios.org/encyclopedia/conflict/Eskills2_shortcourse.htm</a> |                     | <a href="#"><u>Art of War</u></a> , Sun Tzu<br><br><a href="#"><u>Interpersonal Conflict</u></a> , William Wilmot |
| Managing Change                         | <a href="#"><u>The Seven Habits of Highly Effective People: Powerful Lessons in Personal Change</u></a> , Stephen R. Covey   |                     | <a href="#"><u>Who Moved My Cheese?</u></a> Spencer Johnson, M.D.   |
| Effective Public Speaking               | Toastmasters' Competent Leader (available through DFWAE's Toastmaster Club. For information, contact Christi Gates-Hale, President 972-532-8854  |                     |   |
| The Remarkable Association              | <a href="#"><u>7 Measures of Success</u></a> by ASAE and the Center for Association Leadership. Available from Amazon.com  |                     |   |

| COMPONENT 2:<br>MANAGEMENT                            | ASSIGNED   | COMPLETED<br>(DATE) | SUGGESTED<br>ADDITIONAL<br>RESOURCES   |
|---|--|---------------------|--|
| Understanding the financial health of the association | <a href="#"><u>Beginner's Guide to Financial Statements</u></a> , United States S.E.C.   |                     | <i>The E Myth Revisited – "Why Most Small Businesses Don't Work and What to Do About It"</i> by Michael E. Gerber                                      |
| Roles of volunteer leadership and staff leadership    | <a href="#"><u>The Discipline of Teams</u></a> , Jon R. Katzenbach and Douglas K. Smith<br><b>OR</b><br><a href="#"><u>The Volunteer Management Handbook</u></a> , Tracy Daniel Connors  |                     | Developing and Managing Volunteer Resources<br><a href="http://managementhelp.org"><u>managementhelp.org</u></a>                                       |
| Leading meetings and groups                           | <a href="#"><u>Your Guide to Parliamentary Procedure</u></a> , National Association of Parliamentarians  |                     | <a href="#"><u>Presidentially Speaking (Pathways to Proficiency)</u></a><br><br><i>Associations Now: The Volunteer Leadership Issue</i> , each January |
| Effective management of volunteer resources           | <b><i>Introduction to Management</i></b> , Carter McNamara, MBA, PhD, Authenticity Consulting, LLC. Read all five sections below:<br><a href="http://managementhelp.org/management/terms"><u>managementhelp.org/management/terms</u></a><br><a href="http://managementhelp.org/leadership"><u>managementhelp.org/leadership</u></a><br><a href="http://managementhelp.org/management/theories"><u>managementhelp.org/management/theories</u></a><br><a href="http://managementhelp.org/management/styles"><u>managementhelp.org/management/styles</u></a><br><a href="http://managementhelp.org/management/paradigms"><u>managementhelp.org/management/paradigms</u></a> |                     | <a href="#"><u>The Decision to Join: How Individuals Determine Value and Why They Choose to Belong</u></a> by James Dalton and Monica Dignam           |
| Effective Governance                                  | <a href="#"><u>Board Governance</u></a> , by Cate Bower, Tecker Associates, LLC April 2007   |                     |  |

| COMPONENT 3:<br>GUIDING a<br>PROFESSION      | ASSIGNED  | COMPLETED<br>(DATE) | SUGGESTED<br>ADDITIONAL<br>RESOURCES  |
|--|---|---------------------|---|
| Staying abreast of latest trends             | <i>Attend at least one DFWAE Association Day</i><br><b>Alternative:</b> Attendance at TSAE or ASAE  |                     |   |
| Supporting and promoting ethics and values   | <a href="#"><u>The Psychology of Fraud: Why Good People Do Bad Things and What You Can Do About It</u></a> Frank J. Navran  |                     | <i>Doing Right While Doing Good</i> , Frank Navran, Associations Now January 2006             |
| Dealing with others, different from yourself | <a href="#"><u>Connecting Generations</u></a> , Claire Raines<br><br><b>AND</b><br><i>Myers-Briggs Type Indicator®</i> , a workshop offered annually in conjunction with Association Day<br><br><b>OR</b><br><i>Now, Discover Your Strengths</i> by Marcus Buckingham and Donald Clifton. |                     |   |
| COMPONENT 4:<br>STRATEGIC<br>THINKING        | ASSIGNED  | COMPLETED<br>(DATE) | SUGGESTED<br>ADDITIONAL<br>RESOURCES  |
| Strategic Thinking                           | <a href="#"><u>David and Goliath</u></a> by Malcolm Gladwell  |                     | <a href="#"><u>Get Back In the Box: Innovation from the Inside Out</u></a> , Douglas Rushkoff |
| Long and short-term goal setting             | <a href="#"><u>Applied Strategic Planning: How to Develop a Plan that Really Works</u></a><br>McGraw-Hill, 1993<br><br><b>Note:</b> Scroll down the page to find the text which begins with "Understanding Strategic Planning."   |                     |   |
| Technology                                   | <a href="#"><u>The World is Flat</u></a> , Thomas Friedman  |                     |   |
| Problem Solving                              | <a href="#"><u>What You Don't Know About Making Decisions</u></a> , David A. Garvin and Michael A. Roberto, <i>Harvard Business Review</i> , September 2001<br><b>OR</b><br><a href="#"><u>The Thinker's Toolkit, 14 Powerful Techniques for Problem Solving</u></a> , Morgan D. Jones    |                     |   |

