THE LEADERSHIP WALL INDEX

Resources posted on **theleadershipwall.com**

The purpose of this website is to facilitate the development of leadership expertise. The focus is on sharing practical processes, skills, and strategies that have been effectively used in educational settings. Hence, the resources presented are designed for personal and professional use rather than for academic or theoretical purposes. However, it should be noted that many of the scholarly articles and books that are referenced can provide invaluable information and insights to those who take the time to consult them. The practical resources that I have shared are those that I have used in a variety of educational settings.

Please note that the resources include documents on leadership theory, developing leadership skills, acronym-based skill reminders and self-reflection quizzes. which are all designed to facilitate the process of acquiring personal or organizational leadership expertise.

Resources are available on the website for each of the following topics:

1. Listening for Understanding
2. Positive and Productive Meetings
3. Team Building from BASIC to SMART to GREAT Teams
4. Developing Leadership Capacity
5. Time Management

After each topic, the title of the resource and the page on the website where it can be found are provided in brackets. The web page sources are identified as follows: Developing Skills Page (Skills), Leadership Theory Page (Theory), Self-reflection Quizzes Page (Quizzes), the Acronymns Page (Acronymns), and Frequently Asked Questions (FAQs).

LISTENING FOR UNDERSTANDING:

Listening – The Most Important Leadership Skill (Skills)

Learning to Listen for Understanding (Skills)

Effective Listening Quiz (Quizzes)

Scoring the Effective Listening Questionnaire (Quizzes)

LISTEN – Skill Prompts to Enhance Effecive Listening (Acronyms)

POSITIVE AND PRODUCTIVE MEETINGS

Planning Meetings:

Planning Meetings Checklist with Key Reminders (Skills)

Planning Effective Meetings with AGENDA (Skills)

Preparing an Effective Agenda – (Video)

Planning and Organizing An Effective Meeting – (Video)

AGENDA – Basic Meeting Planning Factors (Acronyms)

PLANNING – Meeting Planning Reminders (Acronyms)

Planning Effective Meeting Questionnaire (Quizzes)

Chairing Meetings:

Basic Chairing Practices – Opening the Meeting (Skills)

Basic Chairing Practices – During the Meeting (Skills)

Chairing – An Acronym on Basic Meeting Chairing Skills (Skills)

Facilitating Positive and Productive Meetings (Skills)

Using Flipcharts Effectively (Skills)

Dealing with Difficult Situations (Skills)

Meeting Participation Questionnaire (Quizzes)

Meeting Behaviour Questionnaire (Quizzes)

Chairing Meeting Questionnaire (Quizzes)

POST-ITS – Using Post-its to Facilitate Individual and Group Input (Acronyms)

PROCESS – Handling Difficult Situations During Meetings (Acronyms)

RECORD – Suggestions on the Use of Flipcharts (Acronyms)

TEAM BUILDING FROM BASIC to SMART to GREAT TEAMS

Team Building:

On the Team Building Process (Skills)

Developing and Leading BASIC, SMART, and GREAT Teams (Skills)

BASIC Teams:

BASIC Team Characteristics (Skills)

Leading BASIC Teams (Skills)

BASIC Team Leadership Questionnaire (Quizzes)

BASIC Team Development Questionnaire (Quizzes)

Teamwork Questionnaire (Quizzes)

Individual Group Participation Questionnaire (Quizzes)

Q1. Are there some groups or teams that should not be asked to complete the self-evaluation questionnaire on teamwork? (FAQs – Four)

Q2. How will I know if my team is ready to complete the BASIC Team Development Questionnaire and discuss the results? (FAQs – Four)

SMART Teams

Developing SMART Teams (Skills)

SMART Team Development Questionnaire (Quizzes)

Q1. Our team works quite well together, however, we do not take the time to monitor or evaluate the progress that we are making towards our shared goals. What suggestions would you make for us at this time? (FAQs – Five)

Q 2. What do you mean by group or team process? (FAQs – Five)

DEVELOPING LEADERSHIP CAPACITY

Personal:

A Knowledge-based Model of Leadership Expertise (Theory)

Developing Leadership Skills – The Four As to Mastery (Theory)

Personal Reflection and the Development of Leadership Expertise (Theory)

OPTIONS – Selecting Leadership Skills and Strategies (Theory)

Leadership Skills Self-evaluation Questionnaire (Quizzes)

OPTIONS – Selecting Appropriate Skills and Strategies (Acronyms)

REFLECT – Facilitating Reflections on Leadership (Acronyms)

Developing Leadership Skills – Introductory Video (Videos)

Q1. Why do you use so many acronyms? (FAQs-Two)

Q2. Why do you encourage building leadership capacity? (FAQs-Two)

Organizational:

BUILD – Basic Steps in Building Leadership Capacity (Skills)

Potential Ways to Use this Website (Skills)

Q1. How should I introduce leadership capacity building into my school or centre? (FAQs – Three)

Q2. How should I introduce leadership capacity building over the course of the year? (FAQs – Three)

TIME MANAGEMENT

The Lead-Time Process (Skills)

Time Management Self-evaluation Questionnaire (Quizzes)

Time Management Self-evaluation Scoring Sheet (Quizzes)

Time Management Self-evaluation Sheet (Quizzes)