

NYLTC – Toolbox of Skills

1. Communicating Well
(effective communication)
2. Finding Your Vision
(Team and Personal Vision)
3. Setting Your Goals
4. Preparing Your Plans
5. Forming Your Team
6. Problem Solving
7. Leading EDGE
(Explaining, Demonstrating,
Guiding, Enabling)
8. Teaching EDGE
(Explaining, Demonstrating,
Guiding, Enabling)
9. Resolving Conflicts
10. Making Ethical Decisions
11. Leading Yourself
12. Valuing People

JLT - 12 Leadership Skills

1. Knowing and using your resources
2. Communicating
(storing, retrieving, giving and
interpreting information)
3. Understanding the characteristics
and needs of the group and its
members
4. Planning
 - * consider the task
 - * consider the resources
 - * consider the alternatives
 - * reach a decision
 - * write down the plan
 - * put the plan into action
 - * evaluate (throughout the process)
5. Controlling the group
 - * observing
 - * instructing
 - * helping
 - * inspecting
 - * reacting
 - * setting the example
6. Effective teaching
 - * learning objectives
 - * discovery experience
 - * teaching-learning
 - * application
 - * evaluation

7. Representing the group
8. Evaluating
9. Sharing leadership
 - * telling (or ordering)
 - * persuading (or selling)
 - * delegating
 - * consulting
 - * joining
10. Counseling
11. Setting the Example
 - * obeying the rules
 - * trying hard
 - * showing initiative
 - * acting with maturity
 - * knowing the job
 - * keeping a positive attitude
12. Communicating with adults