

PASC BLUE LEVEL WORKSHOP BENCHMARKS

Revised March 2008

LEARNING UNITS: Upon successful completion the delegates will be able to:

Communication

- Monitor and improve listening skills
- Convey ideas and information effectively in written and oral communications
- Recognize communication barriers and overcome challenges created by those barriers
- Address individuals and groups utilizing public speaking techniques

Leadership

- Identify characteristics of good leaders (confidence, poise, etc.)
- Set and achieve measurable personal and organizational goals
- Demonstrate an ability to delegate, oversee processes and monitor follow through
- Exercise good decision making
- Prioritize the needs and actions of the organization

Project Planning

- Initiate plans for projects of value to the organization
- Effectively brainstorm ideas and filter to the ideas that are most suited to the reason for the project and/or the theme of the project
- Determine necessary means to accomplish set goals
- Develop written plans for administration approval and present those plans

Personal Skills (The topic formerly known as Self-Esteem)

- Recognize strengths/weaknesses of self and others for appropriate use in the organization
- Motivate others to participate in programs and achieve success of set goals
- Act as a role model with good character and responsibility
- Demonstrate proper social etiquette

OTHER TOPICS TO BE COVERED THROUGHOUT THE WEEK

Meeting Skills

- Create an agenda
- Keep appropriate records
- Use the basics of parliamentary procedure
- Evaluate the success of a meeting and make necessary adjustments

Role of Officers

- Recognize specific responsibilities
- Discuss problems and issues of offices
- Examine an overview of all positions as a team perspective
- Communicate with advisor in a consistent and positive manner

Publicity

- Create a calendar of events
- Design and use effective publicity tools

Climbing the PASC Ladder

- Define positions, roles, terms, history, and regions
- Explain opportunities available