

# PENNSYLVANIA ASSOCIATION OF STUDENT COUNCILS

## GOLD WORKSHOP BENCHMARKS

Upon successful completion the delegates will be able to....

### **COMMUNICATIONS:**

- Recognize one and two way communications
- Demonstrate an understanding of verbal and non-verbal communications
- Identify the elements of the communications model
- Engage in active listening
- Practice effective publicity and marketing
- Speak publicly in an effective manner
- Recognize the importance of protecting one's public image with regard to social networking

### **GROUP DYNAMICS AND TEAM BUILDING:**

- Identify positive and negative roles individuals play in groups
- Recognize and refer to the four stages of group development
- Discuss effective group decision-making techniques
- Explain how constructive group roles and positive group dynamics are the building blocks of a strong team
- Create a "playbook" for every member of a particular student organization
- Devise and present a team building workshop for particular organization members early in the school year

### **LEADERSHIP:**

- Create a working definition of leadership
- Identify the traits of effective leaders
- Recognize important behaviors and styles associated with leadership- such as task and maintenance functions
- Adjust their leadership styles to fit the situations and needs of their followers

### **MOTIVATING ONESELF AND OTHERS:**

- Recognize conditions that tend to be self motivating
- Demonstrate a willingness to step outside one's comfort zone and take sensible risks
- Be able to confront stress and other obstacles to remaining motivated
- Model behavior that will encourage positive thinking and actions by others
- Identify motivational appeals and techniques
- Recognize groups within schools, and apply appropriate appeals and techniques

### **PROJECT PLANNING:**

- Utilize a project planning process which includes:
  - Developing project goals and objectives
  - Rules for generating ideas (brainstorming)
  - Creating written proposals
  - Getting necessary approvals
  - Creating committees
  - Creative publicity techniques
  - Clean up, Thank yous, and project evaluation
  - Maintaining records

### **PERSONAL ORGANIZATIONAL SKILLS:**

- Identify personal values and discuss how they influence decision-making
- Recognize the importance of setting personal goals
- Write at least three personal goals for the upcoming school year
- Assess personal management skills
- Effectively manage time
- Identify and utilize effective personal organizational tools

### **MEETING SKILLS :**

- Demonstrate a knowledge of differing purposes and structures of meetings
- Develop agendas appropriate to each type of meeting
- Recognize the importance of format for taking and keeping accurate minutes
- Utilize basics of parliamentary procedure
- Conduct meetings in compliance with their organization's written constitution

### **OFFICER AND MEMBER ROLES:**

- Recognize and perform the specific responsibilities associated with one's position
- Demonstrate an awareness of officer and member roles as part of an effective team
- Address problems and issues that arise in the performance of officer and member roles
- Work effectively with one's advisor(s)