

Chorus Members

Make Things Happen

**Some of the many opportunities for personal growth
inherent in a Sweet Adelines International chorus**

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| Learning to be a chorus director | ⊗ | Learning to be a chorus manager |
| Learning to assist a chorus director | ⊗ | Learning to sight read music |
| Learning to be a quartet singer | ⊗ | Learning to cope with stress |
| Learning about the copyright law | ⊗ | Learning about public relations |
| Learning to be a judge | ⊗ | Learning the techniques of motivation |
| Learning to be an arranger | ⊗ | Learning to be a choreographer |
| Learning to be a public speaker | ⊗ | Learning the many facets of counseling |
| Learning to be a set designer | ⊗ | Learning to be a script writer |
| Learning about group dynamics | ⊗ | Learning to be a stage manager |
| Learning to be a performer | ⊗ | Learning to be a composer |
| Learning to be a volunteer manager | ⊗ | Learning to be a coach |
| Learning to teach almost anything | ⊗ | Learning to operate audio/visual equip. |
| Learning to be a fund raiser | ⊗ | Learning how to be a better traveler |
| Learning financial management | ⊗ | Learning about stage lighting |
| Learning to be an administrator | ⊗ | Learning to sew |
| Learning to be a section leader | ⊗ | Learning to reap |
| Learning to take part in character building | ⊗ | Learning how to package a performance |
| Learning the art of stage make-up | ⊗ | Learning to be a journalist |
| Learning about graphic arts | ⊗ | Learning to add at least five more
opportunities to this list |

DELEGATING vs. DUMPING

The ability to delegate tasks is an important leadership skill, but sometimes leaders confuse delegation with “dumping”. Take a look at the characteristics of each.

Dumping: (Also known as “any warm body”)

- Usually happens on the spur of the moment. “Here, Patty, take care of this for me” or “I forgot about that meeting. Would you please go and tell me what happens?”
- Doesn’t take into account special skills, abilities, or interests, which means less efficient use of people’s time and energy.
- Ignores the need for information, coaching, and preparation. Instead, the person selected must battle for survival on her own. Frequently results from anxiety, which causes the leaders to get rid of the problem by giving it to someone else to solve.

Delegating:

- Is the careful selection of the right person whose skills and strengths are matched to the needs of the task at hand.
- Gives the person you assign the authority to get the job done.
- Involves discussing standards of performance and a schedule for evaluation and feedback.
- Establishes what needs to be done, leaving the means up to the person you select.
- Requires you to assess the risks of delegating a task and to provide for them.
- Encourages independent action.
- Doesn’t relieve you of the responsibility to step in when problems arise.
- Includes giving recognition for a job well done.

Criticism Giving Techniques

1. Be aware of your intention.
2. Be specific rather than general.
3. Focus on behavior rather than on the person.
4. Take the other person's needs into account.
5. Direct criticism toward changeable behavior.
6. Find an appropriate time and place.
7. Limit criticism to the amount of information a person can use.
8. Criticize what is said or done, not why. Do not guess at the other person's intention or motives.
9. Check to insure clear understanding.
10. Avoid threats or accusations.
11. A hostile response can sometimes be defused by verbally predicting the other person's reaction.
12. If the criticism produces positive results, give verbal recognition and praise.

Winning Respect and Credibility

Two Kinds of Power:

1. Position Power – the power that is granted as a function of the role a person plays.
2. Personal Power – the power that is gained as a result of behavior, attitude and wisdom.

Personal Power Begins With Your Self-Image

- **The origin of power is in our hearts and in our souls**
 - Know thyself
 - Maintain your integrity
 - Inspire yourself
 - Push yourself
 - Do not fear failure
 - Take care of your physical and mental health
 - Take acceptable educated risks
 - Set boundaries

JAPANESE ENERGIZING MASSAGE

A revitalizing exercise that takes only 8-10 minutes

Before you start, take off your earrings and shoes.

Start from your head and work your way down to your feet and don't be afraid to use vigor.

1. Press three times with your fingertips on five different spots of your head.
2. Rub your forehead in circular motions with your fingers (about 10 times).
3. Press with your fingertips on both sides of your eyebrows from the bridge of your nose and outward (about five times).
4. Press underneath your eyes, from the bridge of your nose and outward (about five times).
5. Rub the tip of your nose clockwise (about 10 times).
6. Pat your cheeks with your palms with a relaxed, dropped jaw (about 10 times).
7. Press around your mouth along the gum lines, with your thumb and index finger, from the center and outward (about five times).
8. Rub your ears starting from the top, going downward and then back up again. Repeat a few times. Then, brush your ears with your palms from behind, going up and down a few times.
9. Pat yourself on the chest with closed fists, and make a "hooting" sound loudly a few times.
10. Rub your belly in a circular motion clockwise (with relaxed shoulders and correct posture, of course).
11. Pat your legs using the palms of your hands, starting at your hips working your way down to your ankles, then continue back up on the inside of your legs to your abdomen (about five times).
12. Support yourself with one hand on your neighbor. With your other hand rub one of your feet, top and bottom. Then repeat with the other foot (and other neighbor).
13. Rub each toe in a circular motion, first clockwise, then counter clockwise (about five times for each toe).
14. Finally, pat the bottom of each foot with the palm of your hand.

Now you feel energized and refreshed

COURSE OF ACTION

1. Define the obstacle:

2. List possible solutions:

a.

b.

c.

3. Create Pro/Con list for each possible solution:

PRO

CON

a.

b.

c.

4. Prioritize the best solutions:

Good:

Better:

Best:

5. Implement:

Who:

When:

Resources:

(\$, people, etc.)