

**Staying Ahead of the Game:**  
**Putting Your Best Foot Forward**

**Raising the Bar Conference**  
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**Sue Hunter**  
**Hunter Consultants**

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**HUNTER CONSULTANTS**

187 Gerrard Street East

Toronto ON M5A 2E5

E: [suehunter@187gerrard.com](mailto:suehunter@187gerrard.com)

T:416.323.3200 ext. 243

## **INTRODUCTION TO THE WORKSHOP**

*“With all that is happening in the field of early learning and care today, how can I stay enthusiastic? Even more importantly, how can I work effectively with my team to keep them engaged, enthusiastic and motivated? There are many reasons for asking the questions, not the least of which is that many of us have been in the field now for a long time.”*

## **QUOTES ABOUT LEADERSHIP, CONFIDENCE and SELF ESTEEM**

1. “Leadership and learning are indispensable to each other.” (John F Kennedy)
2. “The secret of success is constancy of purpose.” (Benjamin Disraeli)
3. “Leadership: the art of getting someone else to do something you want done because he wants to do it.” (Dwight D. Eisenhower)
4. “No one makes you feel inferior without your consent.” (Eleanor Roosevelt)
5. “Life rewards action” (Dr. Phil)
6. “The best way to get something done is to begin.” (Unknown)
7. “Faith in oneself... is the best and safest course” (Michelangelo)
8. “We do not stop playing because we get old, we get old because we stop playing” (George Bernard Shaw)

## **LEADERSHIP MYTHS**

- 1) Leaders are special and there aren't many of them.
- 2) People can't learn and develop leadership skills; they have to be born with them.
- 3) Good leaders are bossy and “make” people do things.
- 4) Leaders are never wrong; it is their followers who make mistakes.
- 5) You only find leaders at the top of organizations; everyone else is a follower

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## WHAT DOES A LEADER DO?

- 1) **Inspires**
  - Others to be the best they can be
  - Demonstrates commitment
  
- 2) **Motivates**
  - Helps people understand the value of working towards a shared goal
  - Models enthusiasm
  
- 3) **Respects**
  - Others
  - Themselves
  
- 4) **Learns**
  - Stays current
  - Open to learning from others
  
- 5) **Builds**
  - Strong teams
  - Confidence and self-worth

**MANAGERS:** Get other people to do

**LEADERS:** Get other people to WANT to do

## HOW:

### By BEING CREDIBLE

- **By CHALLENGING**
  - Search for opportunities
  - Experiment and take risks
- **By INSPIRING**
  - Envision the future
  - Enlist others in your vision
- **By ENABLING**
  - Foster collaboration
  - Strengthen others
- **By MODELING**
  - Set the example
  - Plan for small, ongoing successes
- **By ENCOURAGING**
  - Recognize individual contributions
  - Celebrate accomplishments
  - Give people credit

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### SO, HOW DO WE DO THIS?

- Manage stress
- Stay happy
- Have fun
- Make sure that everyone knows that they count
- Give people a chance to succeed
- Give credit where credit is due
- Take responsibility for your actions
- Listen more than you talk
- Accentuate the positive
- Make decisions thoughtfully and carefully but make them... even the tough ones
- Be firm and fair
- Lead by example

### Five Things About Me That Make Me A Great LEADER

I am a great leader because....

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

4) \_\_\_\_\_  
\_\_\_\_\_

5) \_\_\_\_\_  
\_\_\_\_\_

And I'm going to try!

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## WHAT I NEED TO BE AN EFFECTIVE TEAM MEMBER

- 1) I need a sense of belonging
  - a. A feeling that my skills are needed
  - b. A feeling that I am wanted
- 2) I need to share in planning the group goals
  - a. My ideas need a fair hearing
  - b. I need to feel that the goals make sense
  - c. I need to be part of making the rules and decisions
- 3) I need to clearly understand what is expected of me
  - a. I need responsibilities
  - b. I need to be challenged but not overwhelmed
  - c. I need to see that we are making progress towards our shared goals
- 4) I need to be kept informed; I need to be “in the loop”
- 5) I need to have confidence in my leader
  - a. Based on an understanding that I will be treated fairly and consistently
  - b. Trust that loyalty and commitment will bring increased security
  - c. What the leader wants and expects needs to make sense to me too

## WHAT IS PROFESSIONALISM and WHY IS IT CRITICALLY IMPORTANT FOR LEADERS?

- 1) **Respect for others**
  - a. Treating people respectfully even when you don't agree with them
  - b. Understand and accommodate differences
  - c. Respect confidentiality and privacy
  - d. Do your fair share
- 2) **Commitment to Quality**
  - a. Strive to do your best at all times
  - b. Speak in a positive, professional manner
  - c. Demonstrate your commitment in your words, actions and appearance
  - d. Developing and implementing a program that meets the needs of each child within the context of the group
  - e. Set high standards for yourself and work to live up to these standards
- 3) **Active Learning**
  - a. Always learning new things
  - b. Keep your knowledge about the field current
  - c. Do research and read-up in the field
  - d. Attend workshops and other professional development opportunities

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#### **4) Personal Integrity**

- a. People know that they can count on you
- b. You follow through on your commitments
- c. You avoid conflict of interest situations
- d. You adhere to the rules and regulations and ethical codes of our profession

#### **COMMANDMENTS FOR AN ENTHUSIASTIC TEAM**

- 1) Help each other be right, not wrong.
- 2) Look for ways to make new ideas work; not for reasons that they won't.
- 3) If in doubt – check it out! Avoid negative assumptions.
- 4) Help each other win; take pride in each other's victories.
- 5) Speak positively about each other and your organization at every opportunity.
- 6) Maintain a positive mental attitude no matter what the circumstances.
- 7) Act with initiative and courage.
- 8) Do everything with enthusiasm – it's contagious!
- 9) Whatever you want – give it away.
- 10) Don't lose faith – never give up.
- 11) HAVE FUN!  
(Ian Percy, Canadian Training Resource Group Inc.)

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