



UF HONORS PROGRAM
Leadership Summit
2021-2022 Student Leaders

INTRODUCTION

Welcome and congrats 2021-22 Honors leaders. We look forward to working with you in the upcoming academic year to support your personal development and organizational aims. Through intentional planning, we hope to equip you with essential tools that will guide your experience and strengthen your leadership story. We are here for you and are rooting for your success in this role.

Thank you for your service,
The Honors Office

THIS WORKBOOK WILL PROVIDE:

- resources to support your leadership development,
- activities to help you reflect on your group's past,
- actionable steps for moving forward,
- strategies for setting measurable goals, and
- accountability tools to track your impact

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INSTRUCTIONS

Complete the **blue** spaces individually *before* summit days.

Complete the **orange** spaces as a team *on* summit days.



= discuss with your peers; use your **individual** responses to engage in discussion and create a dynamic **group** vision.

SUCCESSFUL HONORS LEADERS

Find **opportunity** through...

curiosity. pose questions, consider options, and use that info to lead

feedback. ask for ways you can do better and view responses as a gift

resourcefulness. know, utilize, and share available resources

evaluation. examine the norm and find ways to make things better

awareness. seek to understand your team's values and motivations

measurement. track your impact – setting goals encourages action

Create **community** through...

respect. treat others with respect and you will earn it in exchange

enthusiasm. motivation and excitement are contagious

delegation. you can't accomplish everything solo, let others help

listening. actively try to understand the needs and desires of others

joining in. do some of the hard things you ask others to do

acknowledgment. share successes and recognize individual contributions

fun. have a good time and others will join in

Seek **challenge** through...

open-mindedness. seek to understand different viewpoints

risk-taking. be open to new ideas and opportunities

change. find things that need fixing and take-action

initiative. think big and confidently execute plans

growth. discover new opportunities and learn from experience

IMPORTANT CONSIDERATIONS



Your actions (emails, marketing, events, bill payments, etc.) represent not only you and your group but Honors and the University. Professional etiquette is essential.



Whether elected or selected, you are in this role for a reason. Someone believed in your ability to do the job well, prove to everyone they made a great decision.



Your peers look up to you as a leader, some aspire to serve in your role. Be an inspiration, a mentor, and set the example you hope they will follow.



Make time to regularly reflect on your strengths and areas for growth; consider how your actions and organization are (or are not) serving your constituents.



Your advisor and the Honors Office want to support you through your victories and your challenges. If you need help – just ask! Your success is a success for Honors.

PART 1: HONORS

Pillars. Honors values the power of opportunity, strength in community, and the love of a challenge. Everything we do is rooted in these 3 pillars:

In **opportunity** lies access, possibility, achievement. The future is molded by it; Honors students are driven by it. Opportunity allows Gators to discover and follow their paths and, through Honors, affords deeper connections and personalized tracks to success.

Honors provides a smaller, supportive **community** of high-achieving students, advisors, and faculty. This close network of creative scholars with diverse interests forms valuable, lifelong friendships and professional connections.

Through **challenge** comes evolution. Whether by academic rigor, leadership, navigating personal growth, or a foreign country, the Honors Program is a challenge – not a reward – for students who thrive on overcoming obstacles and constantly redefining success.

On your own, consider how your group will support these values in the upcoming year.

OPPORTUNITY

COMMUNITY

CHALLENGE

DIVERSITY, EQUITY, & INCLUSION

The greatest strength of Honors is community. Bound together by curiosity and compassion, our purpose is to create lifelong connections among and for students from around the world. This cannot be done without recognizing and celebrating the diversity of our community, including culture, disability identity, gender identity, race, religion, sexual orientation, and socioeconomic status. We believe that diversity is non-negotiable and essential for the benefit of all. Through the unique experiences and perspectives of others, we are better positioned to gain understanding, empathy, and appreciation for human experiences outside our own and progress in our shared mission to build a better world.

What steps will your group take to create an inclusive and welcoming environment?

THE HONORS COMMUNITY

As members of the Honors community, you have access to resources and people that are invested in your success. Through collaboration, we hope to grow together and to continually find ways to support one another.



Use your individual responses from Part 1 to support the group discussion. Address the prompts below as a team.

How can *your group* support the vision (3 pillars and Diversity, Equity, & Inclusion) of Honors?

How can *Honors* support your group?
Please share these ideas with your advisor.

PART 2: GROUP GOALS

Crafting a Goal Statement. Understanding the purpose of your group and what you stand for is a powerful way to guide new and existing opportunities and create member buy-in. Individually, reflect on the questions below and summarize your thoughts in the blue boxes.

What is your group trying to accomplish?

Who is your group trying to accomplish this for?



As a team, discuss your responses to the questions above and craft an agreed-upon goal statement using the formula below.

Our goal is to **{what?}** for **{who?}**

GOAL STATEMENT (cont.)

Now that you have a goal statement, so what? Ask this question a few times, each time digging deeper to consider purpose, outcome, and consequences.

Example. If your goal was- to {provide reoccurring meals} for {people who struggle with food insecurity}. Your responses may look like this-
So what? So we feed and support people that need help.
So what? So they have steady access to a healthy food source.
So what? So hunger and malnutrition do not create lasting health issues.

So what? (*purpose*)

So what? (*outcome*)

So what? (*consequences*)



Add the 'so what' and finish your goal statement by determining 'how' your group plans to accomplish this goal.

Our goal is to **{what?}** for **{who?}** so that **{so what?}** by **{how?}**.

THE PAST

Reflecting on the past is essential for future planning. Individually, reflect on your organization's past and answer the prompts below.

What's going well?

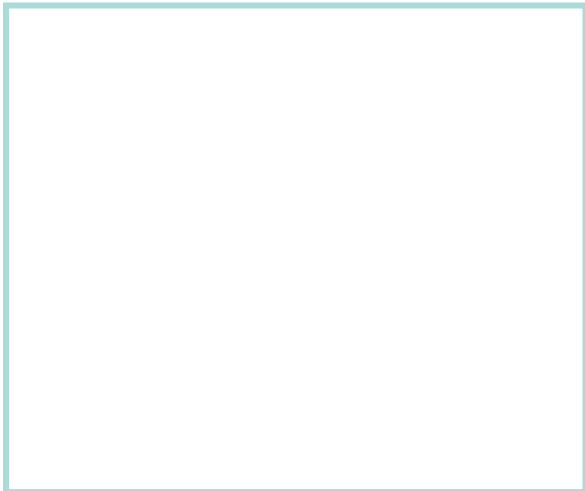


What's not going well?

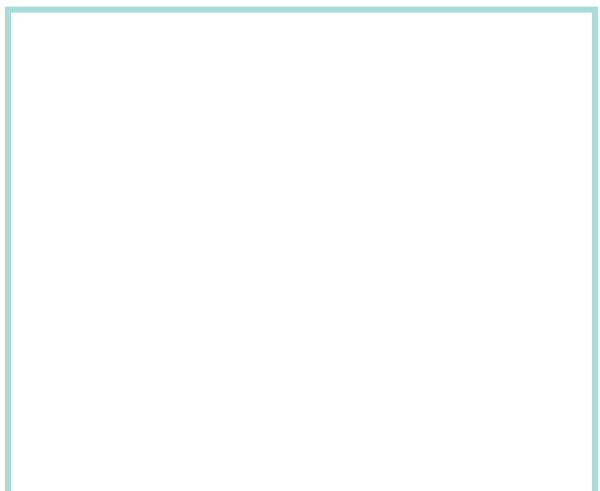


notes/ideas: _____

Who are you serving?



Who are you missing?



notes/ideas: _____

USING THE PAST TO PLAN

Reflect on what your group is doing and what you believe to be missing, consider events, traditions, marketing/promotion, virtual presence, retreats, committees, leadership opportunities, leadership development, member recruitment and engagement, performances, awards/recognition, etc.

What should your group...

scale back on?

enhance?

stop doing?

start doing?

THE FUTURE



As a group, compare responses to the 'The Past' and 'Using the Past to Plan' to determine what to keep, what ideas your group will introduce, and what you want to discuss further during the upcoming year.

What does the team want to...

continue

introduce

discuss later

ORGANIZATIONAL S.M.A.R.T. GOALS

Setting measurable goals is a means for tracking victories, setting priorities, making decisions, and telling your organizational and individual story.

SMART goals are:

S pecific	What do you want to do? Why is it important? Who is involved?
M easurable	How much? How many? How will you know when it is accomplished?
A chievable	Is it realistic based on other constraints?
R ealistic	Does it match your goal statement? Is it worthwhile?
T ime-bound	How long will it take? When will it happen?



Leverage individual responses and group discussion to establish group SMART goals for the year. Be sure they align with your Goal Statement.

Organizational Goals:

1.

2.

3.

4.

5.

PART 2: GROUP GOALS

S.M.A.R.T. GOALS (cont.)

Evaluate your goals in terms of outcomes. For each goal, complete a new row.

goal: organization goal

outcome: what should occur because of this effort- what will people have/do/know/value

action: the steps or processes that need to be in place to achieve the desired outcome

needs: resources needed (e.g., money, people, time) and anticipated challenges

measure: specific tools, assessments, or numbers used to measure progress and achievement

goal	outcome	action	needs	measure

PART 3: YOUR ROLE

Manager versus Leader. The difference between a manager and a leader has been heavily theorized. Notable differences (Kotter) include:

managers...	leaders...
plan how and when	ask what and why
accept the status quo	challenge the status quo
have short-range perspective	have long-range perspective
seek continuity	seek change for the better
focus on goals of improvement	focus on goals of innovation
exhibit power based on authority	exhibit power through influence
use transactional communication	use transformational communication
are risk cautious	take (necessary) risks
succeed by maintaining quality	succeed by member commitment
plan, budget, and design steps	develop vision and success strategies
want to be liked	want to earn respect

Identify 2-3 leader tendencies that resonate most with you. Why are they important? How will you incorporate them into your leadership style?

PERSONAL SUCCESS

Consider how you want to make a difference in your respective role. Keep in mind how your position fits into the bigger ecosystem.



In your position, how do you hope to impact...

your peers/ fellow leaders?	
your members/ community?	
your organization?	
relevant broader communities? (e.g., Honors, UF, Gainesville)	
your personal growth as a leader?	

STRENGTHS AND OPPORTUNITIES

Knowing your strengths and growth opportunities will help you develop in your role and as part of a leadership team.



Individually review the list below. Circle your strengths and underline the things you would like to develop in your leadership role.

Collaborative	Friendly	Empathetic	Pacesetter
Respectful	Open	Planner	Gathering information
Actionable	Assertive	Executor	Reliable
Charitable	Kind	Reserved	Risk-taker
Delegator	Teacher	Enthusiastic	Encouraging
Observer	Realistic	Driven	Empathetic
Inclusive	Caring	High expectations	Organized
Concise	Storyteller	Accountable	Credible
Articulate	Mentor	Ethical	Honest
Active listener	Persuasive	Conscientious	Transparent
Easily excitable	Easy going	Integrity	Loyal
Editing	Recognizing others	Analytical	Responsible
Assesses interests	Setting goals	Strategic thinking	Reflection
Tracking goals	Showing appreciation	Critical thinking	Project planning
Team building	Influencing	Troubleshooting	Eager
Negotiating	Positivity	Social	Focused
Trustworthy	Mature	Compassionate	Teamwork
Professional	Empathetic	Relatable	Goal driven
Serious	Resourceful	Visionary	Persuasive
Takes initiative	Decisive	Sensitive	Giving feedback
Democratic	Coach	Confident	Public speaking
Seeks feedback	Adaptable	Assertive	Explaining
Improvisational	Imaginative	Humor	Facilitating discussions
Flexible	Creative	Writing	Connecting with strangers
Approachable	Innovative	Expressive	Building relationships
Optimist	Mediator	Introspective	Emotional Intelligence
Other: _____	Other: _____	Other: _____	Other: _____
Other: _____	Other: _____	Other: _____	Other: _____

INDIVIDUAL S.M.A.R.T. GOALS

Reflect on your leadership potential. How will you challenge the status quo? How do you hope to grow? How will you support your group's goal statement, goals, members, and fellow leaders? What do you hope to accomplish?

Reminder, SMART goals are:

S pecific	What do you want to do? Why is it important? Who is involved?
M easurable	How much? How many? How will you know when it is accomplished?
A chievable	Is it realistic based on other constraints
R ealistic	Does it match your goal statement? Is it worthwhile?
T ime-bound	How long will it take? When will it happen?



Identify SMART goals for yourself in your role.

Goals:

1.

2.

3.

4.

5.

SUPPORTING INDIVIDUALS AS A TEAM



Share your strengths, opportunities for growth, and individual goals with your team. As a group, respond to the prompts below.

How will your team leverage each other's strengths?

How will you support one another's growth?

How will your team acknowledge or celebrate personal growth?

PART 4: MOVING FORWARD

Coming Together. Are there any *productive* ways to work together across leadership teams and groups? Add individual ideas to the **blue** box.



Complete the **orange** box collectively after discussion at the Summit.

ideas for collaborations / support

MID-TERM LEADERSHIP CHECK-IN

Complete this self-assessment after the fall semester. Check the appropriate column for each question. Consider sharing results with your team and advisor.

LEADERSHIP ASSESSMENT	highly agree	agree	disagree	highly disagree
I maintain a healthy work/life balance				
I communicate clearly to others				
I know when to delegate work				
I work well with other members of my team				
I mentor others within my organization				
I listen intently to what others have to say				
I reward and recognize others for their work				
I model the behavior I hope to see in others				
I am enthusiastic in a genuine way				
I use the resources available to me				
I ask for help when I need it				
I consider all opinions before making decisions				
I treat others with respect				
I demonstrate humble confidence in my abilities				
I adequately prepare for meetings and events				
I seek and accept feedback				
I am a good representative of Honors				
I lead more than I manage				

MID-TERM **INDIVIDUAL** GOAL CHECK-IN

At the end of the fall semester, reflect on your individual goals. Where are you with your progress. Do these goals still make sense, or should they be modified for the spring?

goal	progress made	action needed

MID-TERM **GROUP** GOAL CHECK-IN

At the end of the fall, reflect on your group’s goals and progress. Do the goals set in the summer still make sense or do they need to be modified for the spring?

goal	progress made	action needed

REFERENCES & ADDITIONAL READINGS



[Leadership Training Activity Book](#), Heart & Waisman

[Leadership Tip Sheet](#), UCSD Sixth College

The Art of Gathering, How We Meet and Why It Matters, Priya Parker

The Leadership Challenge, James M. Kouzes & Barry Posner

START OF FALL 2021

SU	M	TU	W	TH	F	SA
AUG	16	17 HP & H-camp	18 HP & H-camp	19 HP & H-camp	20 Convo- cation	21
22	23 Fall Begins	24 Leader Breakfast 9-12 pm	25 Kick Off 6-8 pm	26	27	28
29	30	31	SEP 1	2	3	4 
5	6 Labor Day	7	8	9	10	11 

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