

THE NONPROFIT RESOURCE HUB IN PARTNERSHIP WITH MOLLOY UNIVERSITY

# ANNUAL LEADERSHIP HALF-DAY CONFERENCE



The 3 Keys to Effective Leadership:  
Be Prepared – Be Personable – Be Present



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#1 Bestseller in  
Mentoring & Coaching

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slido



# What are Your Most Important Skills?

ⓘ Start presenting to display the poll results on this slide.

They are:

1. You Being Prepared;
2. You Being Personable; and
3. You Being Present!

# Your most Important Skills:

**Be Prepared** - What are the *right questions you need to ask* for successful recruitment, retention, and succession?

**Be Personable**- When is it the *right time to talk with your up-and-coming stars* about advanced opportunities and how can your *“tone” make or break that conversation?*

**Be Present** - How can *“listening with presence”* make everyone inside and outside the organization feel appreciated, valued, and inspired?



Avoid THE 2 Tempters:

*ASSUMPTIONS and EXPECTATIONS*

**Preparation**

Push away the 3 Devils:

*LUCK, CHANCE, TIME*

# PERSONABLE

In any conversation you have with your staff, boss, board, volunteer, donor or prospective donors:

➤ Your TONE is as Important as Your Words!

# BE PRESENT

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How do you make everyone inside and outside the organization feel appreciated, valued, and inspired?

➤ *Listen with Presence*



Remember – Being Prepared – Being Personable  
and Being Present all Requires that you ASK the right  
Questions!

- ▶ The Rule is that you talk 25% - THEY talk 75%
- ▶ Your goal is to always find out more about them  
then you giving them information
- ▶ Once you've mastered this technique watch  
what comes to YOU!



# Laura's 5 Laws on Asking@

- ❑ 1. **Know EXACTLY what you Want**

*With numbers and dates* 

- ❑ 2. **Prepare the Conversation**

*Write  down 15 responses you think you will hear, THEN how you will respond to each one*

- ❑ 3. **Deliver with Confidence** It's TIME to SHINE 

- ❑ 4. **Clarify what you *think* you heard** No Assumptions 

- ❑ 5. **Plan your Next Move AT the end of the ASK!**

## **THE ASK Magic Formula:**


***Every ASK should be ~***

***“2S + 1Q”***

***2 sentences and 1  
Question@***

**Keep it SIMPLE**

# Laura's **10X Rules** for Leadership

1. All your conversations should have **Organization – Structure – Focus**
2. Where Focus goes, **Success GROWS** 
3. They speak 75% of the time, **you speak 25%** and you will learn so much more.
4. **Dare to Prepare** do your pre-work and watch it come to you.
5. You will be making many ASKS in your career. Use the **5 Laws on Asking** and you will get exactly what you want.

# Laura's **10X Rules** for Leadership

6. How you show up **is what shows up for YOU!**
7. **ASK – Believe – Receive** – it's been this way for centuries
8. Your **TONE** is as important as your **WORDS**.
9. When you “**Listen with Presence**” no one exists but the person you are speaking with
10. Your instinct is your **Super Power** use it!



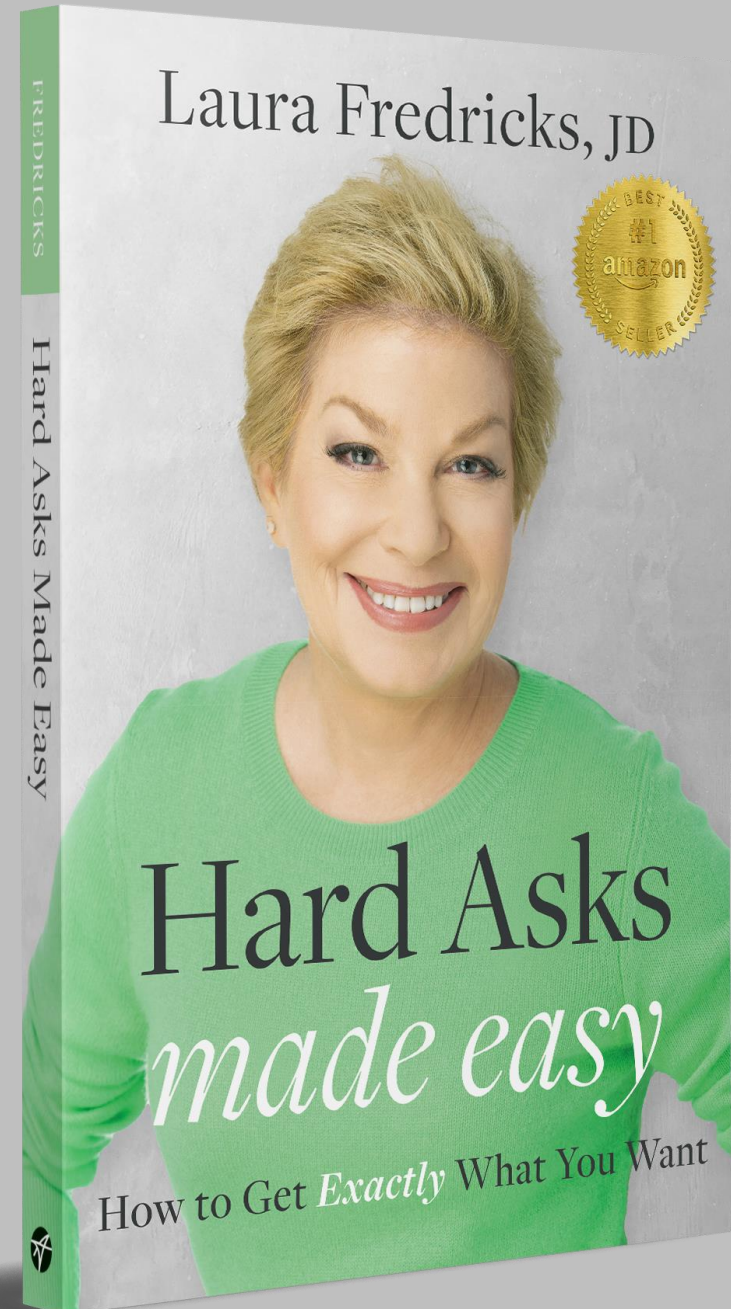


Amazon's

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