

Workshop: Officer Training 101 - Jo Hannah Faith Chua

Good afternoon everyone! I hope you all had fun with that IceBreaker. Let's start our first workshop now! Our first State Officer created workshop is called Officer Training 101. There's a lot of things that I tried to pack in this workshop that I knew would be essential to all of your leadership development.

Before you arrived at this conference, you were supplied with a composition notebook and pens to use. As I go through this workshop with all of you, I will be speaking quite a lot and sharing some of my personal insight as well. If there's anything that you hear or see that you like, I'd like you to take notes on it.

Before I start, I'd like to give you all a little background about myself. I was born in the Philippines but I was raised in the United States. We moved to Long Island, New York when I was a child and later moved to California. My mother is of Spanish descent and my father is of Chinese descent. They were both born and raised in the Philippines, so I grew up in a multicultural

environment, which I am very grateful to! I believe that my background has kept me very open-minded.

I was a very very shy student. If you had known me all those years ago, you would be so shocked. I hated public speaking, I hated meeting new people, and for some reason, I was always very embarrassed. I let my insecurity be my anchor from letting me grow

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First, let's start with the basics. What is the purpose of a leader? Often times, when I'm feeling down and success seems so far away, I ask myself what my purpose is as a leader. Why do I do what I do? It's simple.

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Our purpose is to serve. We became leaders in order to serve others and not just ourselves. The reason why I am who I am today is because of the previous leaders before me, who taught me on how I can improve myself and lead others.

Have you heard the saying that "Leaders create more leaders"? Actually, they don't. They don't create more leaders. Leaders foster more leaders. When you

foster people, it means that you encourage or promote the development of something good in them.

Being a leader is a huge responsibility. You have many eyes watching you, people look up to you, and at the same time, you're trying to maintain a balanced life. Leadership is not a position or a title. Your title does not define you as a leader. Your actions and the examples you show is what defines you as a leader.

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Second, what are the responsibilities of a leader? Whenever I ask this question, people would always say these top three answers: Organized, Hard-worker, and Responsible. A leader should have all of these qualities, of course, but what else? What are the *other* responsibilities of a leader? And tell me why you think that? (*waits*)

Good, good! I know that there are many but I listed a few here that I thought was more important.

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One of the hardest choices a leader must face is knowing when to compromise and when to stand firm. A compromise is when an agreement is reached between

two sides with different opinions. Compromise is a matter of judgement - and good leadership turns on how sound our judgement proves to be.

As leaders, you must listen. We have two ears and one mouth for a reason. No matter how great of a leader you are, you must listen to others. No matter how great you think your idea is, you must still listen to others. You cannot let your emotion or pride blind you.

Now I'm not saying that whenever there's a problem, you must always compromise. No. There are times when you must stand your ground for what you believe is right. And there's nothing wrong with that.

Second, true leaders lead by example. When leaders say one thing but do another, they erode trust - which is a critical element of productive leadership.

The rest are pretty self explanatory but there's two more things that I want to add to this list. First, speak up! Speak up and stand up for what you think is right. We cannot just go around following and believing whatever comes our way. Second, clarify everything! There's no harm in asking a lot of questions. Plus, no confusions will happen this way.

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And my second question for you: What are the attributes of a leader? An attribute is a quality or characteristic that you can find in someone. What kind of characteristics can you find in a leader? (*waits*)

Okay, great!

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One of the most important attributes of a leader is humility. The thing is, no matter how smart, successful, or good-looking you are, no one likes a person who brags. There's a difference between sharing your achievements and boasting your achievements. Now don't get me wrong, it's perfectly fine to share your success with others using social media. But when you speak to others and you do it excessively and with such pride, then that's where the problem lies. You must stay grounded. You must remember where you come from. Who are the people that helped you become who you are today? Did you thank them? Did you let them know that you still remember what they did for you?

Humility, or being humble, is not being a doormat. What I'm saying is that humility is not letting people walk

all over you. That's not being humble because humility is not thinking more of yourself, it's thinking less of yourself.

If you are doing something worth bragging about, others will brag for you. There's nothing wrong with celebrating your success in silence.

Also, a true leader is one who is humble enough to admit their mistakes. We all make mistakes because we're not perfect. Admitting you were wrong does not make you weak. Doing this earns you respect.

Respect is another thing that I want to add to this list. I see so many great leaders lose respect of other leaders because of simple things. It's sad to see because I also lost a friend that way. Years and years of friendship right, but then when one person says something else about me, they believe it without asking me if it was really true.

Then I'm hit with all of these unkind words coming from someone I look up to and it hurts. But you know what, even when all of this happened, I didn't lose respect for that person. I was filled with anger and confusion, and hatred for the person who caused this, but

I didn't say any mean words back to them. I just expressed my disappointment in silence because I respect them.

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Our next attribute is honesty. Many times, during our journey as leaders, we don't want to speak the truth because it may not work in our favor. It's still important to say the truth and to stick to your morals and values, even when you see other people not doing the same.

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Open-mindedness. We live in a time where there is so much diversity and different opinions. An open mind can play a critical role in your professional growth, leadership potential, and career success and satisfaction. It can help you refrain from needing to control everything you encounter.

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Another important aspect that I want you to know is how to effectively communicate with your team members. And if there's one thing I hate it's miscommunication! Words get twisted and changed, people blindly believe other people's words, and then a

problem becomes bigger and bigger and it makes everything so complicated. Has that ever happened to anyone else before? Okay, so now I will show you what you can do to avoid this through effective communication.

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Effective communication depends on the way you listen, your approach, your development and clarity, your style, and your correctness. And also, know when to say "I don't know." You can't possibly know all the answers! It shows maturity to say "I don't know, but I'll try to find out."

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And my last question for you: What is the difference between verbal and nonverbal communication?

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Ever since I was little, my dad would always tell me "less talk, less mistake." My dad is such a quiet guy and he is always one who thinks before he speaks. I wish I was more like him. He would also tell me that silence speaks. That my silence is an answer. Not saying anything to a negative comment towards you means that

you have enough will to not say anything negative back towards that person. Silence can also mean respect.

My next point: Know what to say at the right time to say it. There are many times when I said the wrong thing at the wrong time. A month ago, my co-worker was showing me pictures of her cat. She looked very sad but I just quickly dismissed that. I told her that when I was young, one of my cats died because my nanny poured boiling water on my cat's back. Since both my parents have full-time jobs and they weren't always around, I was raised with the help of my nannies.

Little did I know, that her cat passed away the day before.

My next point is nonverbal communication. It is the way you speak with your body. It is your posture, eye contact, facial expressions, and hand motions. You could be saying something but your body language could be portraying something completely different.

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Now for a few specific points for each of your role as a Region Officer.

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Presidents must know how to use the gavel. Whenever we are present, we always lead the Opening and the Closing Ceremonies. We also work alongside with our advisors in order to create the meeting agenda. I listed here what the different numbers of raps mean. We will go in detail with the roles of the Region Presidents when we separate as a group. That means that all the Presidents will meet with me, all the Secretaries and Reporters will meet with Kristalynn, and so on and so forth.

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The Vice-Presidents work closely alongside the Presidents, too. If there is any unfinished work or if the work-load for the President is falling too heavy, the Vice-President is there to assist. You are also in charge of Region Officer Elections and recruiting candidates as Region Officers for the next year.

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The Secretaries are the note-takers. They are the ones who know almost every detail that happens in a meeting because they take the minutes and submit that

as proof. The Secretaries always conducts roll-call in every meeting as well.

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The Treasurers are the math wizes. They calculate, update, and predict what the budget will be like throughout the year. They will also lead and plan any recreational activities for your Region.

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The Historians are the creative ones. They receive the Region Manual so that they could record your Region's history in the scrapbook. They are also the ones in charge of creating posters and banners that will help publicize California FCCLA.

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The Reporters are the photographers and the video takers. They help the Historian by supplying them with photos and videos from activities that the Region has participated in.

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Now let's look at the two sheets of paper that you have received. One is the "Region Officer To-Do List" while the other is called "Script Writing."

The Region Officer To-Do List is basically your To-Do List. Mark a star next to the part that says you must have Board Approval for all the dates that you will miss school. This is very important because usually having Board Approval for your FCCLA Dates take months and months to finalize. Discuss this with your advisors.

For the Script Writing paper, at the bottom of the page, please write that you must also include the page number for your scripts at the lower right hand corner. This is so that if you drop all of your papers, you won't have any problem figuring out where all 20+ papers go in order.

You'll be writing quite a few scripts during your term of office. This is because Region Officers or State Officers are always required to have scripts before they speak in front of a group of people.

And i'm here to let you know, if you didn't know already, that being a leader is hard. It is difficult. It cannot be avoided that people will judge you, people will say something about you, and that there will be people who will try to put you down.

Now, let's see if we have some time left...We do!

*(proceed to do Balloon activity and Disney Movie Kahoot
if time permits)*