

FOCUS

A Herff Jones Impact Resource For Advisers

November, 2003

NOVEMBER FOCUS: Communication

TIPS FOR SUCCESSFUL COMMUNICATION

1. Think through what you want to say before you say it. Remember you cannot **Not** communicate
2. Speak clearly and concisely. Also speak with enthusiasm and expressiveness
3. Be sincere. Most people have a very fine insincerity "detector"
4. Develop an attitude of wanting to listen. Demonstrate this by focusing on the message
5. Maintain eye contact between you and the speaker or the person to whom you are speaking
6. Use open-ended questions to open up communication
7. Summarize conversations to ensure understanding and provide closure
8. Don't shoot the messenger. Encourage and reward people who have contrary viewpoints or bring you bad news
9. Stay informed

Listening Habits

Ten Worst Listening Habits

1. Calling the subject uninteresting
2. Criticizing the speaker's delivery, appearance, etc.
3. Preparing a rebuttal instead of listening
4. Listening for only a few facts
5. Trying to make an outline of everything that you hear
6. Faking attention to the speaker
7. Not listening if the material is difficult or technical
8. Letting emotion affect your judgment
9. Being distracted by others
10. Making up your mind too quickly

Ten Best Listening Habits

1. Tuning in to see what you can use
2. Getting the message, which is much more important than the speaker's appearance
3. Hearing the facts before judging
4. Listening for main ideas and concepts
5. Not trying to take notes on everything
6. Listening to difficult material

7. Anticipating the next point to be made
8. Listening without being too relaxed
9. Asking distractors to be quiet
10. Making contrasts and comparisons as the speaker talks



QUOTABLE QUOTE

"All action has its roots in communication. By deduction, all conflict can be resolved. "

~ Randy Bens

This newsletter is a joint effort of Jackie Burch and Herff Jones, Inc.



HERFF JONES®

RECOGNITION · EDUCATION · MOTIVATION

SKILLS NEEDED BY AN ACTIVITY ADVISER TODAY

- Team Building
- Questioning
- Problem Solving
- Organizing
- Negotiating
- Motivating
- Mentoring
- Listening
- Leadership
- Empowering
- Enabling
- Delegating
- Creativity
- Confidence
- Communication
- Consulting
- Clarifying expectations

And add your own to this growing list of the skills needed by an activity adviser.

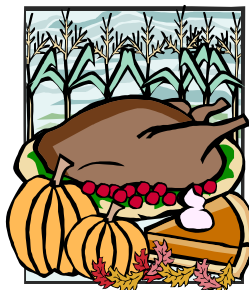
GOTCHA!

This is a great mixer for a large group. Give a sheet with the following to each participant. They are to do everything listed and get signatures to prove it. No duplicate signatures are allowed.

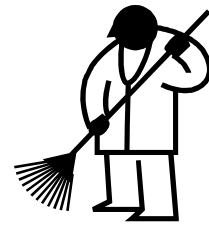
1. Untie someone's shoes and tie them again. Have the person sign here

2. Count out loud as you do ten jumping jacks with a partner. Have the partner sign here
3. Find someone who is left-handed. Have them write their name using their right hand
4. Have someone else do five push ups for you and then sign their name here
5. Get someone to sing a TV commercial and then sign
6. Do your very best impersonation of a cow, a pig, and a chicken for someone and have them sign
7. Find someone whose birthday is in the same month as yours and sign name and month
8. Get six different autographs and their place of birth on the back of this sheet
9. Find someone whose eyes are a different color from yours and have them sign
10. Get four other people and include yourself. Form a circle and sing one verse of "ROW ROW ROW YOUR BOAT" and have them sign the back of the sheet
11. Get a penny from someone and have them sign
12. Find six people and have a group hug and have them sign the back

HAPPY THANKSGIVING



COMMUNITY SERVICE OPPORTUNITY



Raking Leaves For Senior Citizens

This is a great fall community service project for your organization. Select a date for the event and then ask Senior Citizens who live in your community if they would like for someone to come to their house and rake their leaves on that day. Organize your group into teams and set up a schedule. The groups should meet together at the appointed time for instructions. Get the members to bring rakes and large plastic bags for leaves. Also ask other clubs to participate. This will help inter-club relations and the more people raking means more yards raked. This is a great team-building project for the group and good publicity for your school. Take pictures and write an article for your local newspaper. Have refreshments for all of the workers after the raking is complete. This project is work, but it can also be a fund way to help the Senior Citizens in your community.

