

## LFC Connections Dinner: Communicating as a Leader - Takeaways

### Key Ideas:

1. Communicating as a leader is different than communicating with a friend because:
  - a. you have an agenda, a purpose that you need to pitch
  - b. there is need to “prove yourself” and be professional (PC language, no typos, no mistakes, very prepared in order to have credibility)
2. Communicating as a leader means meeting your followers half-way - it is not delegating/directing, but engagement:
  - a. use a method of communication that is best for the people and the context (e-mail, chats, phone, physically hunting them down)
  - b. need to make this communication personal - make it important to the individual you’re talking to, not just you; be flexible and have a clear objective
  - c. also allow communication to go the other way - ask for feedback, and be open to it
3. As a student leader, it is critical to find that fine balance between friend vs. leader:
  - a. communication should be in the context of a long-term relationship, being candid while caring is key
  - b. also knowing when to establish tone / authority → don’t be afraid to hold people accountable or call people out

### Tips/Tricks:

1. When asking people to do something, use “because” and explain the wider impact of their work, and how the organization (or even the world) depends on them
2. Getting prompt replies:
  - a. Put [Response Requested] in e-mail heading
  - b. Set clear deadlines
  - c. Follow up with personal e-mails / calls
3. Running effective meetings / organizations
  - a. make vision / planning a collaborative process - so everyone feel they have a stake in it
  - b. front load expectations - establish clear agenda and timeline, and also respect your audience’s time (end meetings on time).
4. Prioritization is key:
  - a. be succinct in e-mails
  - b. be sure to outline key points and bold/highlight key action items and deadlines
5. Dealing with members who dropped off:
  - a. don’t give up - reach out to them personally to check in
  - b. one-to-one meetings to inspire reflection on their performance (but also cognizant of what else is happening in their lives) can have fantastic impact in bringing people back