

# Leadership Quick Guide



Effective leadership engages individuals from a broad range of backgrounds, embracing their experiences and creating a comfortable space for all to contribute. Effective leaders are self-aware and take steps to mitigate biases by welcoming different perspectives to catalyze collaboration and inform decision-making. Key mindsets that enable effective leadership are self-awareness, curiosity, courage, vulnerability and empathy.

This Quick Guide provides tips on effective leadership practices to help MRS Volunteer Leaders advance MRS's Strategic Aspiration to engage members across generations to advance their careers and promote materials research and innovation.



## Leadership Tips

Here are 10 leadership tips that we can all use to engage and lead MRS volunteers

- Be authentic
- Be curious about others - Spend time with individuals who are not part of your "in group"
- Listen to understand - Remind yourself that everyone has different lived experiences that shape their thoughts, beliefs and actions
- Practice emotional intelligence and empathy
- Encourage collaboration
- Seek to become culturally intelligent
- Acknowledge mistakes, apologize and absorb the learning
- Actively seek out different perspectives and encourage participation by all
- Lift up other perspectives consistently
- Be open-minded and humble – willing to embrace new ways of doing things that may be different from your way



## Meeting Facilitation Tips

In productive meetings, everyone feels respected, having the opportunity to speak and to be heard.

- Send out an agenda early to allow everyone time to reflect on what will be discussed and come to the meeting prepared
- Make sure everyone feels welcome by introducing each person and their role and/or why they are included in the meeting
- Lay ground rules for meeting participants such as:
  - ✓ Put away mobile devices and be present to hear others
  - ✓ Allow others to finish their thought before speaking
  - ✓ Stay open-minded. There are no bad or silly ideas.
- Call out conflicts with standards of behavior by gently reminding everyone of the ground rules
- Don't allow one person to dominate the conversation. Try refocusing them from talking to listening by asking them to take notes or scribe
- Monitor who has not spoken and ask whether they have an opinion that they would like to share (without making them feel uncomfortable)
- Ask the group to write down their answer to a question and then ask everyone to share
- Affirm ideas and thoughts of others. Ask clarifying questions if needed
- Periodically ask whether everyone is in agreement with the group's conclusions so far and whether there is anything that has not been covered
- Review decisions and actions at the end of the meeting to ensure that everyone has a shared understanding