Leadership Skills Card Sort

CARD SORT: Categories

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| **Brainstorming themes and activities** | **Delegating tasks** |
| **Taking inventory and identifying other necessary materials** | **Creating a goal statement** |
| **Scheduling a time and place** | **Creating advertisements and promoting the event** |
| **Setting up for and cleaning up after the event** | **Hosting activities on the day of the event** |
| **Answering questions and taking care of guests on the day of the event** | **Evaluating the outcome of the event** |

CARD SORT: Sorting Cards

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| **Reliable**  It is important to be reliable when working on a team. | **Welcoming**  Displaying a welcoming and inclusive attitude will help bring more people to an event. |
| **Teamwork**  Working together and using each other’s strengths makes organizing an event a smooth process. | **Creativity**  A creative mindset is necessary to plan themes, activities, and the purpose for an event. |
| **Organization**  Organization is necessary to stay on track, meet deadlines, and complete tasks. | **Effective Communication**  When working with others, it is important to actively listen and use clear written and verbal communication. |

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| **Motivation**  When organizing an event is important to be self-motivated and help motivate others to complete tasks and reach a common goal. | **Critical Thinking**  Critical thinking skills are important for making decisions and planning outcomes when organizing an event. |
| **Self-Awareness**  Know your strengths and weaknesses so you can offer your commitment in the most helpful ways. | **Excitement**  By showing excitement for your event, you help yourself and those around you maintain a positive mindset. |
| **Problem Solving**  Those planning events often encounter barriers, so people who can invent logical solutions to problems are valuable. | **Adaptability**  Unplanned issues may arise when organizing an event, so it is important to be adaptable and open to changing the plan if necessary. |