

LEADERSHIP SKILLS CARD SORT

CARD SORT: CATEGORIES

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

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.

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.