

INSIGHT



Leadership Tips for Fiscal Agents & Supervisors of Prevention Coordinators

Effective Use of Funding

Now more than ever, it is important to make your prevention grant dollars work effectively and efficiently.

We would like to ask you to highlight “creative” approaches that you feel are unique responses to increase effectiveness within our programs. Comments may be sent to:

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Some of the key components found in a successful prevention program under limited funding is:

◇ Focusing efforts on proven strategies that affect communities as a whole. Utilizing only evidence-based programs and practices; focusing on policy change at the public level, as well

as schools.

◇ Well trained and committed prevention staff. Hiring individuals who are self-starters, have established rapport in the community and have public speaking and leadership experience. Training for program coordinators should consist of tobacco, alcohol, other drugs and suicide prevention.

◇ Direct fiscal agency involvement with program coordinators and participation on the coalition.

◇ Staff incentives tied to efforts and results.



Clarity is the essence and root of efficiency—the more clear we are in defining assignments, roles, expectations, problems, obstacles, and solutions, the more precise everyone’s efforts can be.

Successful Integration

We are anxiously anticipating 2013 contracts, when Tobacco-Free Wyoming Communities will integrate with the CORE Prevention grant.

There are numerous steps to make this a smooth and effective transition. And the time to begin preparing is NOW!



1. Educate yourself and your staff.
2. Encourage Core & TFWC collaborations at the local level.
3. Begin conversations with your CORE and Tobacco partners to begin to identify areas of agreement; and areas that need work as a starting point for discussion.

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Support Staff

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- Core: Felicia Gutierrez
- TFWC: Joe D’Eufemia
- Youth Advocate: Erica Mathews
- Cessation Mgr: Kathi Wilson
- EUDL: Tere Bragg
- Community Services Coordinator: Marilyn Patton
- TA Support: Mike Vercauteren, Rich Lindsey & Deanna Hooper/WyPTAC
- Data & Evaluation: Rodney Wambeam & Laura Feldman/WYSAC

Six Steps to Win/Win Conflict Resolution

Step 1: Identify & define the problem

- Separate personalities from problems
- Concentrate on the specifics
- Separate facts and opinions
- Search for underlying reasons
- Collect additional information
- Make sure everyone agrees on

one version of the facts

Step 2: Identify goals

- What are we each trying to accomplish in this situation?
- What do we want the results to be?

Step 3: Generate alternative solutions

- Brainstorm

Outstanding leaders boost the self-esteem of their staff. If people believe in themselves, it's amazing what they can accomplish.

- Accept ideas from all parties of the conflict

Step 4: Evaluate alternatives and make a decision

Step 5: Set standards for measuring outcome

Minimize the Stress of Being a Supervisor



First, don't take it personally.

Secondly, make a list of the positives

of your position.

Third, look at problems realistically.

Fourth, work on your people skills.

Fifth, truly care about the people

who work for you, as well as your work.

Finally, keep your sense of humor!

Ten Things That Defeat Your Organization's Team

As a manager or supervisor, it is your job to determine what is causing your team to break down and then guide them toward the path to better communication and overall success.

Start by considering the 10 most common "people" problems that may cause your team to fall apart:

1. **Personality differences**
2. **Work ethic**
3. **Cultural differences**
4. **Generational differences**
5. **Too many leaders**
6. **No leader**
7. **Poor delegation**
8. **Lack of motivation**
9. **No common goal or vision**
10. **Unclear roles and expectations**

Communication, education and training can help alleviate all 10 of these problems.

Let's look more closely at one of the most common people problems that may cause a team to falter: lack of motivation.

While it is common knowledge that *individuals* need motivation to put forth top effort, it is easy to forget that *teams* also require motivation. Managers have a difficult dilemma of trying to determine what will motivate their staff/team as a whole.

One of the most effective ways of encouraging people to go the extra mile is to create a challenging and



rewarding work environment. To encourage team members to work harder, develop a rewards/incentive program that connects rewards to work performance, on-time task completion, team effort and cooperation, reduction of expenses and increased earnings or benefits.

Rewards let team members know their work is recognized and appreciated. By using team incentives, you develop team motivation. This will instill pride in each team/staff member, and he or she will be more likely to work even harder and with an eye toward improved quality.

The Waterline Model is an effective tool which pertains to maintenance of the group process. Pertinent resources are available at <http://www.wyptac.org/FISCAL-AGENT-SELF-HELP.html>.