

## Framework for the Lifespan Respite National Strategy Learning Collaborative

### **Focus on Development and Utilization of Leadership Skills**

The National Strategy to Support Family Caregivers proposed hundreds of actions that states, communities and others could take to improve the lives of family caregivers. To date, the Learning Collaborative has focused on understanding the five goals and objectives included in the National Strategy; identified actions that Lifespan Respite grantees and partners have taken or plan to take that align with the National Strategy's goals and objectives; and heard from experts about broad strategies (e.g., state policy actions, direct care workforce strategies) that can be used to advance the National Strategy. It will be assumed that each individual or representative in the learning collaborative may be addressing different recommended actions under one or more of the Strategy's goals.

Rather than working on one single goal or objective together, we intend to refocus the purpose of the learning collaborative on providing participants with stronger leadership skills that they can utilize, whether they are starting with one person or many, to further state efforts to implement respite and other actions in the National Strategy. Peers will mentor peers across the network, as they share what they have learned and what has been successful in advancing their work.

Each meeting, leadership principles and strategies, grounded in the context of respite care and implementation of the National Strategy, will be presented by LC facilitator, Cheryl Dinnell, the former executive director of the NV Lifespan Respite Care Coalition. Cheryl has considerable expertise in training on leadership principles and actions. These mini leadership skill building presentations will address how the individual efforts of each LC member can move recommendations forward within their own sphere of influence and activity. Representatives from different states may select different National Strategy actions to pursue, but these leadership principles and strategies will apply to everyone's efforts to help them achieve success.

To date, the guest presentations have been very helpful in providing background on the National Strategy and a broader context for helping LC participants identify the actions that they and their state partners have the greatest capacity to pursue. Future guest presentations will demonstrate leadership principles and skills that were utilized to implement concrete actions to increase access to respite or address related National Strategy goals and objectives.

## Framework for Future Meetings

*Leadership is behavior—an observable set of skills and abilities.*

**General Meeting Format.** With the exception of the last meeting, each meeting will follow the following format:

- 1) Introductions/Updates: 5 minutes for Welcome/Announcements.
- 2) Principle of Leadership: 15 minutes for short presentation on leadership topic. Polling Questions collected.
- 3) Breakout Discussion: 15-20 minutes in small groups following a prepared discussion guide.
- 4) Breakout Group Reporting: 10-15 minutes to share what was discussed in small groups.
- 5) Guest Presentation: 20-30 minutes in Peer Learning/Presentation by invited guest(s).
- 6) Wrap Up/Next Steps: 5 minutes to give wrap-up/next steps/topic for next meeting.

## Meeting Topics

October 5, 2023 – Purpose: Foundation of Leadership

### **Principle of Leadership: Model the Way**

Leadership ability and management skills are often used interchangeably, but there are key differences. Leadership skills focus on inspiring and motivating others to achieve a common goal, not just managing tasks. This means setting a clear vision, communicating it, and mobilizing people to work towards it.

November 2, 2023 – Communicating Vision

### **Principle of Leadership: Inspire a Shared Vision**

Communicating vision is the ability to paint a vivid and inspirational picture of a future state that rallies individual and collective support to act. Before Learning Collaborative participants approach potential partners, they will learn how to develop a clear vision of their cause, goals, and how they align with their organizational mission and values.

December 7, 2023 – Partnerships

### **Principle of Leadership: Enable Others to Act**

Learning Collaborative participants will learn how to research the interests, strengths, and challenges of the organizations they want to collaborate with. This will help them identify areas of mutual benefit and avoid potential conflicts. Identifying the right partner is a critical element of successful campaigns promoting the National Strategy and its proposed actions.

### January 4, 2024 – Overcoming Barriers

#### **Principle of Leadership: Challenge the Process**

There are typically four barriers to implementing any effective strategy: (1) vision barrier, (2) people barrier, (3) management barrier, and (4) resource barrier. What are the barriers that organizations face in translating their strategy into action? Leaders will learn innovative ways to change, grow and improve to overcome these barriers. Leaders constantly question how things are done in their organizations. They identify processes that do not work and take action to fix them.

### February 1, 2024 – Performance

#### **Principle of Leadership: Encourage the Heart**

Good leaders can create a positive work environment, motivate those they work with, and provide clear direction and guidance. This can lead to increased efficiency and productivity. A more engaged and committed workforce is a high-performing one. Trust and rapport are also the foundation of any successful partnership. The ability to cultivate a culture of mutual respect, appreciation, and accountability among partners is central to strong leadership. This can be done by acknowledging their contributions, celebrating their achievements, and providing constructive feedback.

### March 7, 2024 – Power & Influence

#### **Principle of Leadership: Persuasion**

Power and influence are used to get others to act; power is based on positional authority while influence is based on relationships. Persuasion skills allow you to change or inspire another person's viewpoint by influencing them through verbal or nonverbal communication.

### April 4, 2024 – Time Management

#### **Principle of Leadership: Prioritization**

Time management is the process of organizing and planning how to divide your time between different activities. Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Essentially, the purpose of time management is to enable people to get more, and better, work done in less time.

### May 2, 2024 – Negotiation

#### **Principle of Leadership: Taking Steps Forward**

Negotiation involves two or more people finding an acceptable solution to a shared problem. Successful negotiators control the process and come away with a result they're satisfied with – whether or not they've made compromises along the way. For projects to be successful, roles, strategies, targets, and deadlines all need to be agreed on, ideally to everyone's satisfaction.

June 6, 2024 – Personal Ecology

**Principle of Leadership: Resilience**

Personal ecology is the process by which a person relates to the various groups to which he/she is a member. Personal ecology can also be understanding one's own individual health and wellbeing and the ability to practice self-care. It is more difficult to contribute to the world in a positive and sustainable way without taking care of oneself first, recognizing one's own unique responsibilities and capacities.

July 2024 – Developing Lessons Learned and LC Accomplishments

During this month, time will be spent in preparing a report on the learning collaborative's work over the previous months. A meeting will not be held.

August 1, 2024 – Report on Learning Collaborative

**Principle of Leadership: Discipline**

Self-discipline is required to lead a group, to create and maintain concrete growth, and to ultimately have a meaningful impact. Self-discipline is the ability to resist impulses, maintain focus, and see projects through to completion. It is categorized by a leader's persistence and willpower in dedicating their attention to a task until it is satisfactorily achieved. Leaders who can practice self-discipline are not easily distracted and can maintain focus despite other priorities or requirements for their attention.

- 1) Introductions/Updates
- 2) Present Report
- 3) Wrap Up/Next Steps

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