

# QUICK TIPS

## Qualities of a Successful Group:

**E**valuates goals regularly and uses this information to plan for the future

**V**alues each member for his or her contributions

**A**tttempts new things and holds onto important traditions

**L**istens to every member

**U**tilizes the strengths of each member

**A**ddresses problems quickly and develops solutions

**T**akes responsibility for both the successful and the "not-so successful" events

**I**nspires members to take leadership roles

**O**perates efficiently and effectively as a team

**N**otes procedures and keeps files on group activities for future officers

A successful group uses  
**EVALUATION!**

**LEADER  
BITS** are available on the following topics:

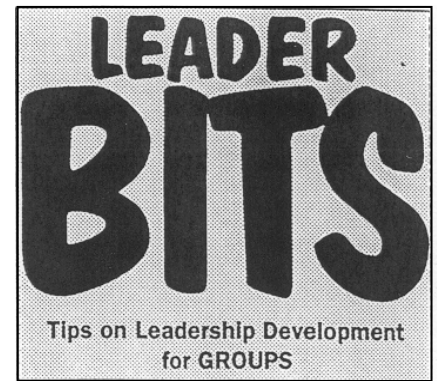
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
  - Group Performance*
  - Individual Performance*
  - Meeting Evaluation*
  - Program/Event Evaluation*
- Financial Series
  - Budgeting Organization Money*
  - Corporate Sponsorship*
  - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADER  
BITS**

is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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## EVALUATION SERIES

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**PERFORMANCE**

**EVALUATION:** Use evaluations a tool to determine the level of success reached and to increase the chances of success for future endeavors.

**Evaluation should:**

- ❖ Identify the positive steps made
- ❖ Identify the areas, which need to be strengthened (It should be constructive, non-judgmental and non-accusatory toward individuals)
- ❖ Provide each member the opportunity to offer feedback (anonymous)
- ❖ Be used in the development of suggestions for future directions

**Evaluation Procedures:**

- ❖ Examine **expectations** of members and advisors
  - Which (job responsibilities, commitments, etc.) were reached? Which were not? Were they realistic? What would be more realistic and reachable?
- ❖ Examine **goals** of the organization
  - **Specific** written goals-which were reached? Which were not? Were they realistic? What would be more realistic and reachable? Were there too many or too few? How will future goal development be approached?
  - **Non-specific** - What did the group accomplish this year? What did you attempt, but not complete? What did you want to do but did not get around to? Were these goals realistic? What would make the organization work better?
- ❖ Examine **personal satisfaction** of members
  - Personal goals - Did each member get what he/she needed/wanted?
  - How could group as a whole contribute to individual growth?
  - Why did your members get involved?
  - Did some members leave group? Why?
  - What is my personal commitment to organization?
- ❖ Examine **success** of projects:
  - Evaluate each program/project for successes, improvement, teamwork, attendance, participant comments, etc.
- ❖ Examine **meeting structure:**
  - Is the group meeting enough? too much? too long? too short?
  - Are members participating in decision-making processes?
  - Are meetings "comfortable" for sharing and feedback?
  - What do you like best about meetings? Like least about meetings?

Above all, make the evaluation a **POSITIVE** experience surrounding the good things that were accomplished and addressing how things can be accomplished next year.

Check out the Leader Bits on Meeting Evaluation, Program/Event Evaluation, and Individual Performance Evaluation.