



**Kiwanis**  
**KeyLeader**<sup>®</sup>

2007



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## Acknowledgements:



## Weekend Agenda

### FRIDAY

- 4:00 p.m. – 6:00 p.m. Registration
- \_\_\_\_\_ Dinner
- \_\_\_\_\_ Welcome and introduction of facilitators
- \_\_\_\_\_ Time to warm-up and meet others
- \_\_\_\_\_ Neighborhood meetings
- \_\_\_\_\_ Break and refreshments
- \_\_\_\_\_ Service leadership
- \_\_\_\_\_ Five Key Leader principles
- 12:00 a.m. Midnight Curfew

### SATURDAY

- \_\_\_\_\_ Breakfast
- \_\_\_\_\_ The excellent Key Leader
- \_\_\_\_\_ Personal integrity-Personal and organizational values
- \_\_\_\_\_ Personal growth-Listening
- \_\_\_\_\_ Lunch-Group picture (KL shirts)
- \_\_\_\_\_ Personal growth-Personality styles
- \_\_\_\_\_ Personal growth-Taking risks and free time
- \_\_\_\_\_ Dinner
- \_\_\_\_\_ Respect
- \_\_\_\_\_ Building community
- \_\_\_\_\_ Block party
- 12:00 a.m. Midnight Curfew

### SUNDAY

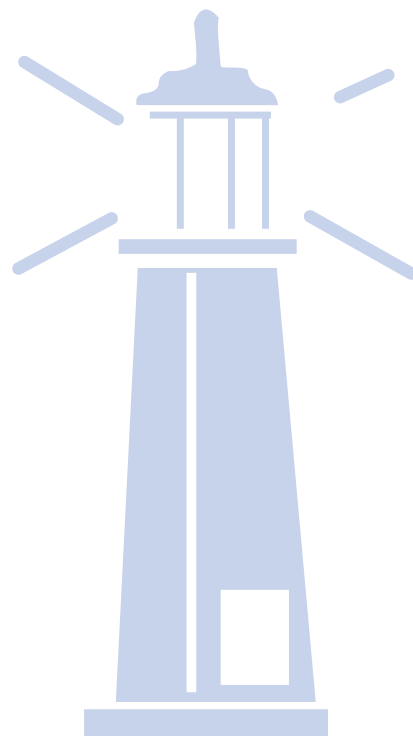
- \_\_\_\_\_ Breakfast
- \_\_\_\_\_ Saturday review
- \_\_\_\_\_ Pursuit of Excellence
- \_\_\_\_\_ Closing
- 11:30 a.m. Safe journey home

## Mission Statement

THE MISSION OF KEY LEADER IS TO INSPIRE YOUNG PEOPLE TO ACHIEVE THEIR PERSONAL BEST THROUGH SERVICE LEADERSHIP.

## The Five Key Leader Principles

<b>Personal Integrity</b>	Doing the right thing
<b>Personal Growth</b>	Developing in mind, body, and spirit
<b>Respect</b>	Showing consideration for self, others, and property
<b>Building Community</b>	Developing relationships to achieve positive goals
<b>Pursuit of Excellence</b>	Expecting and achieving the best



## Learning Objectives

**At the end of the weekend, you will be able to:**

### **SERVICE LEADERSHIP**

- Explain the definition of service leadership.
- Identify personal and organizational behaviors of service leadership.
- Explain the definition of a Key Leader.

### **PERSONAL INTEGRITY**

- Explain and identify personal values.
- Identify personal and organizational leadership areas of improvement.
- Identify examples of personal integrity and learn how to correct gaps of personal integrity.

### **PERSONAL GROWTH**

- Demonstrate effective listening skills.
- Assess personality style.
- Identify ways to modify your leadership style to be effective with all personality styles.
- Discuss elements of taking risks and explain why people choose to take them.
- Recognize the importance of turning failures into positive experiences.

### **RESPECT**

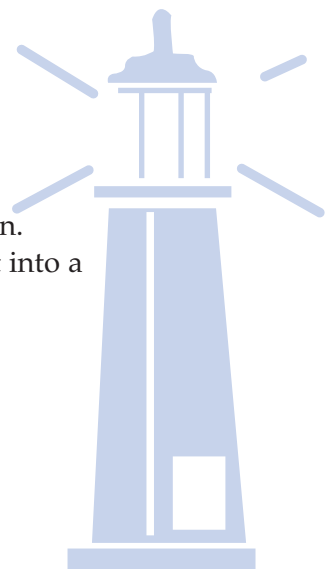
- Define and apply the concept of respect to organizational development and personal behavior.
- Identify elements of decision-making and use of good judgment.

### **BUILDING COMMUNITY**

- Define community.
- List reasons why it is important to “build a community.”
- List components of an ideal community.

### **PURSUIT OF EXCELLENCE**

- Write measurable, SMART goals that help you grow and take action.
- Combine values, personal growth and organizational development into a personal action plan.
- Identify excellence in yourself and in others.



## A Key Leader...

Is an active listener.

**Conceptualizes ideas and thoughts.**

**Is empathetic to others.**

**Has foresight/vision.**

Is civic minded.

**Is aware of self, others, and organizations.**

Is committed to the growth of people.

**Is persuasive.**

Is compassionate.

**Builds community.**

**Is caring.**

**Takes action on goals and plans.**

"True heroism is remarkably sober, very undramatic. It is not the urge to surpass others at whatever cost, but to serve others at whatever cost."

– Arthur Ashe



## What Are Values?

**Personal values** are those “things” you believe in strongly. They are part of your heart and soul. Your actions demonstrate what you believe in and what is important to you.



Personal values are your **“moral compass.”** They point you in the direction that’s best for what you believe in. They help you see what is right and wrong for you.

Values are your **“non-negotiables.”** You might change your perceptions, but you’re not going to change your beliefs. You don’t get to “bargain” with them or trade them for other beliefs that might be easier to follow/or when it’s convenient.

Just think...what guides you? Where does your moral compass point you? What are your non-negotiables?

“If you’re not here to serve somebody, if there’s going to be no integrity to your journey, no honor to it, then why are you here?”

- Harry Belafonte



## Values and Decisions Worksheet

Place a “√” beside each value you personally accept and an “X” beside each you personally reject. Then rank the three values that you hold most strongly, with the number 1 as your most important value, 2 the second most strongly held value, and 3 the third. Also rank the three you reject the most strongly with a -1, -2, -3.

It is valuable to:

- |  |   |
|--|---|
| <input type="checkbox"/> Be honest.  | <input type="checkbox"/> Be tolerant.                             |
| <input type="checkbox"/> Vote (school or government).                              | <input type="checkbox"/> Explore, try new things.                 |
| <input type="checkbox"/> Work hard.  | <input type="checkbox"/> Win.                                     |
| <input type="checkbox"/> Be organized.   | <input type="checkbox"/> Look out for yourself, be #1.            |
| <input type="checkbox"/> Honor one’s parents and others in positions of authority. | <input type="checkbox"/> Obey the law.                            |
| <input type="checkbox"/> Know your heritage.                                       | <input type="checkbox"/> Develop people.                          |
| <input type="checkbox"/> Build things.   | <input type="checkbox"/> Spend time with family and friends.      |
| <input type="checkbox"/> Pursue happiness.   | <input type="checkbox"/> Become wealthy.                          |
| <input type="checkbox"/> Be free.  | <input type="checkbox"/> Serve others.                            |
| <input type="checkbox"/> Get a lot of “stuff.”                                     | <input type="checkbox"/> Help younger and older people.           |
| <input type="checkbox"/> Find a better way to do/think about things.               | <input type="checkbox"/> Go to a good school, no matter the cost. |
| <input type="checkbox"/> Be loyal to friends.                                      | <input type="checkbox"/> Trust your belief/s.                     |
| <input type="checkbox"/> Go to church/synagogue/mosque/etc.                        | <input type="checkbox"/> Don’t make waves.                        |
| <input type="checkbox"/> Be spiritual.   | <input type="checkbox"/> Wear the right clothes.                  |
| <input type="checkbox"/> Live in the right place.                                  | <input type="checkbox"/> Stand up for what you think is right.    |
| <input type="checkbox"/> Be productive.  | <input type="checkbox"/> Be loyal to your country.                |
| <input type="checkbox"/> Give of your time, experience, and money to others.       | <input type="checkbox"/> Influence countries to be democratic.    |
|  | <input type="checkbox"/> Help others.                             |
|  | <input type="checkbox"/> Be proud of your hometown.               |

“Some values are culturally acquired, but I think the most important values we can learn are those that we learn when we look deepest within ourselves.”

–Max Cleland

## Values What do I value?

Using the discussions we just had, list as many as 10 values or “things” that are important to you. What do you care about so much that you would wish for the people you love to have? You might consider relationships, ideas, things, people, activities, and organizations. For example, friends who care about me.

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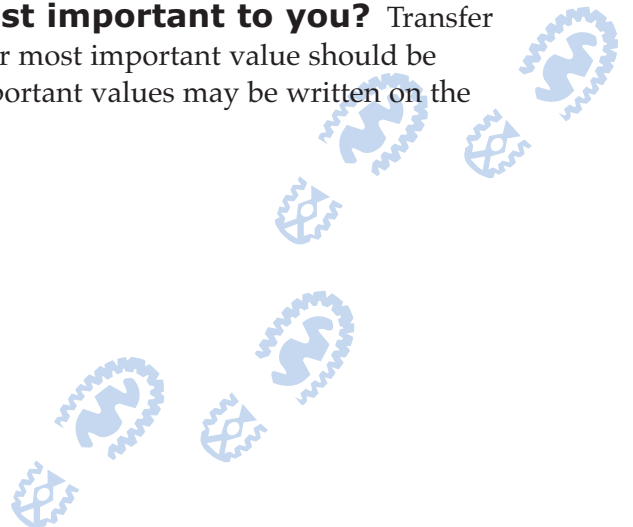
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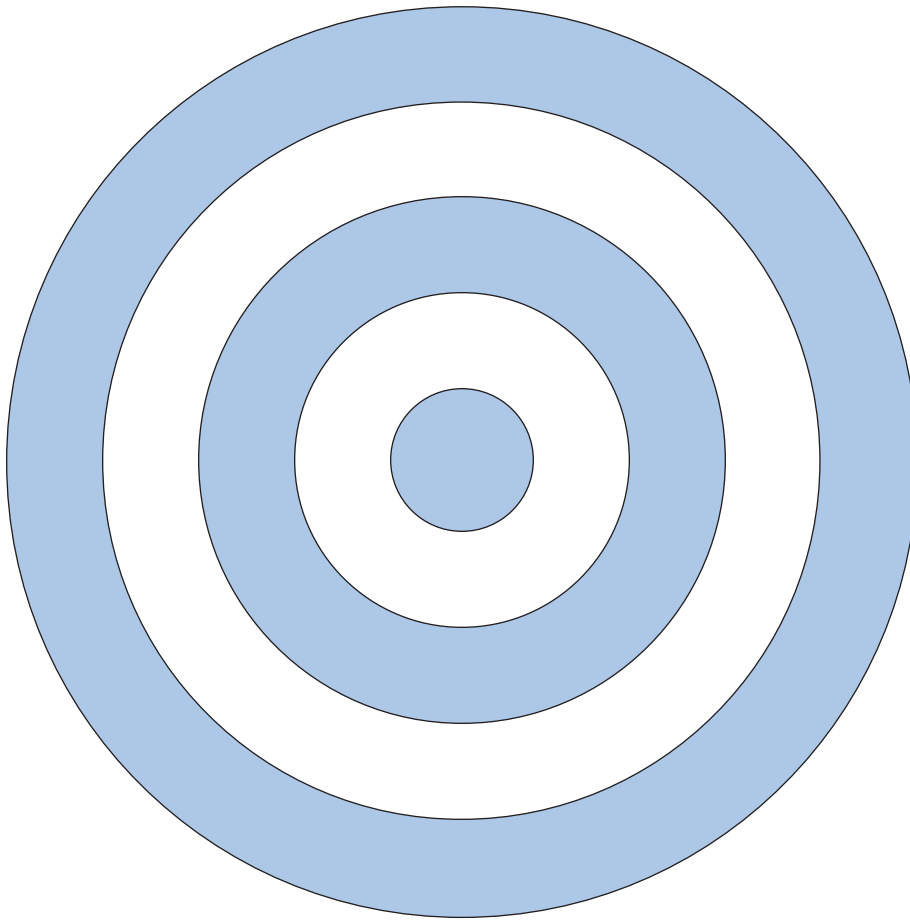
**Of these values, which are the most important to you?** Transfer your values on the target on the next page. Your most important value should be written in the center of the target. The least important values may be written on the outer rim of the target or even off the target.

“I bring to this work a heart filled with love for my country and an honest desire to do what is right.”

– Abraham Lincoln



## Values



### TARGETING PERSONAL VALUES



“What’s important? That I’m fair and honest, and that perhaps along life’s way, I can help others.”

– Deborah Norville

## Personality Styles

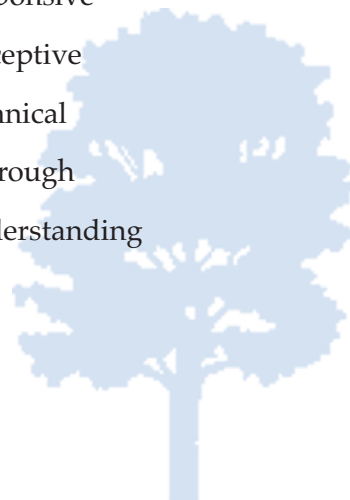
- What is your personal style?
- What are personality styles of your fellow team members?
- What personality styles do your parents have?
- Knowing who you are and how you might react to a challenging situation will help you become a stronger key leader.
- Knowing the personality styles of others may help you understand how they think and why they do what they do.
- When you link the personality style with their personal values, you might find it easier to work with another person.
- If you know your style might not work well with another person's style what can you do to be a more effective key leader?

Circle the eight adjectives that best describe you.

\*Of these eight, star the one that best describes you.

(Hint: There are no wrong answers!)

Analytical	Harmonizing	Precise
Friendly	Imaginative	Procedural
Artistic	Inventive	Reliable
Rational	Intuitive	Responsive
Emotional	Logical	Perceptive
Expressive	Mathematical	Technical
Factual	Organized	Thorough
Visionary	Practical	Understanding



"One must learn to care for oneself first, so that one can then dare to care for someone else."

– Maya Angelou

## Personality Styles Adjective Score Sheet

Put a "1" by the adjectives you circled from the previous page that describe you.  
Put a "2" by the adjective you put a "star" by. Total up the quadrants. The list with the most points is the style you are most likely to follow in a difficult situation. Are you surprised?

### Analyzer

- \_\_\_ Analytical
- \_\_\_ Logical
- \_\_\_ Mathematical
- \_\_\_ Technical
- \_\_\_ Rational
- \_\_\_ Factual

\_\_\_ **TOTAL**

### Innovator

- \_\_\_ Perceptive
- \_\_\_ Imaginative
- \_\_\_ Visionary
- \_\_\_ Inventive
- \_\_\_ Artistic
- \_\_\_ Intuitive

\_\_\_ **TOTAL**

### Implementer

- \_\_\_ Procedural
- \_\_\_ Precise
- \_\_\_ Organized
- \_\_\_ Reliable
- \_\_\_ Practical
- \_\_\_ Thorough

\_\_\_ **TOTAL**

### Collaborator

- \_\_\_ Emotional
- \_\_\_ Understanding
- \_\_\_ Harmonizing
- \_\_\_ Expressive
- \_\_\_ Responsive
- \_\_\_ Friendly

\_\_\_ **TOTAL**

"You get the best out of others when you give the best of yourself."

- Harvey Firestone



## Personality Styles

What They Think and Do	Analyzer	Innovator
How you can be effective with them	<ul style="list-style-type: none"> <li>• Provide solid, factual information and show you have done research.</li> <li>• Earn credibility by being systematic, exact, organized, and prepared.</li> <li>• Overcome concerns with logic.</li> <li>• Offer your objectives in writing and follow interview or discussion with a written communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask about interviewer's and organization's vision and mission.</li> <li>• Realize the big picture and concepts will be more important than details.</li> <li>• Use metaphors and analogies to make points.</li> <li>• Be spontaneous and fast-moving.</li> <li>• Indicate you will take care of "next steps."</li> </ul>
What They Think and Do	Implementer	Collaborator
How you can be effective with them	<ul style="list-style-type: none"> <li>• Emphasize past experience and state sequentially.</li> <li>• Be precise, efficient, time-disciplined and well organized.</li> <li>• Provide details in explaining various features of your experience.</li> <li>• Make lists of questions and concerns and answer them sequentially and accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a climate that makes an interpersonal relationship possible.</li> <li>• Show interest in their key relationships.</li> <li>• Demonstrate you are a "team player."</li> <li>• Be open and empathetic.</li> <li>• Provide reasons why you can assist them in reaching their goals and bringing satisfaction to them and the people in their organization.</li> </ul>

"If you want to lift yourself up, lift up someone else."

- Booker T. Washington

## Personality Styles

### What Do You Bring to a Group?

You've had the opportunity to assess your personality and visit with others of the same personality style.

What does an **Analyzer** bring to the group?

What does an **Innovator** bring to the group?

What does an **Implementer** bring to the group?

What does a **Collaborator** bring to the group?

If one of the styles is missing, what happens?

What does this have to do with your organization? Do you need all four styles represented? Why or why not?

How do you get all four styles in your group?

"Individual commitment to a group effort, that is what makes a team work, a company work, a society work, or a civilization work."

- Vince Lombardi



## Personality Styles

### How does personality affect a leader's style?

- When recruiting team members
- With membership education programs
- When completing projects
- When communicating and listening with others
- With goal setting
- With delegation
- With building community
- When recognizing your values and how they affect the organization
- Other ways



"Heroism isn't a conscious thought. It comes from caring about the people you're with."

– Colin Powell

## Key Leader Quotes

*“What is the essence of life? To serve others and to do good.” -Aristotle*

*“Whatever is hurtful to you, do not do to any other person.” -Moses*

*“Love thyself last, cherish those hearts that hate thee.” -William Shakespeare*

*“We should love others truly, for their own sakes rather than our own.” -St. Thomas Aquinas*

*“What you do not want done to yourself, do not do to others.” -Confucius*

*“The highest form of worship is service to humanity.”  
-St. Vincent de Paul*

*“If I am not for myself, who is for me? But if I am only for myself, what am I?” -Hillel*

*“No act of kindness, no matter how small, is ever wasted.” -Aesop*

*“It is the duty of men to love even those who injure them.” -Marcus Aurelius Antoninus*

*“Doing nothing for others is the undoing of ourselves.”  
-Benjamin Franklin*

*“The desire for power in excess caused the angels to fall; the desire for knowledge in excess caused man to fall; but in charity there is no excess, neither can angel nor man come into any danger by it.”--Francis Bacon*

*“The first and best victory is to conquer self; to be conquered by self is, of all things, the most shameful and vile.” -Plato*

*“If someone needs our help, it is our special duty to provide it to the utmost of our power.”  
--Marcus Tullius Cicero*

*“Let go. Why cling to the pain and the wrongs of yesterday? Why hold on to the very things that keep you from hope and love?” -Buddha*

*"Lord, make me an instrument of thy peace. Where there is hatred, let me sow love. Where there is injury, pardon. Where there is despair, hope. Grant that I may not so much seek to be consoled as to console, to be loved as to love, for it is in the giving that we receive."* -St. Francis of Assisi

*"Charity is, indeed, a great thing, a gift from God; for it is charity that makes the man."* -St. John Chrysostom

*"The surest way to live with honor in the world is to be in reality what we appear to be."* -Socrates

*"Love thy neighbor as I have loved you. Love your enemies, bless them that curse you; do good to them that hate you."* -Jesus Christ

*"Kindness in words creates confidence. Kindness in thinking creates profoundness. Kindness in giving creates love."* -Lao Tzu

*"Do all the good you can, to all the people you can, for as long as you can."* -John Wesley

*"There is joy in transcending self to serve others."* -Mother Teresa

*"There is a destiny that makes us brothers. No one goes his way alone. What we send into the lives of others comes back into our own."* -Edwin Markham

*"So many gods, so many creeds so many paths... while just the art of being kind is all the world needs."* -Ella Wheeler Wilcox

*"There is a land of the living and a land of the dead; the bridge is love, the only survival, the only meaning."* -Thornton Wilder

*"Only a life lived for others is a life worthwhile."* -Albert Einstein

*"I will unite with anyone to do good, but with no one to do harm."*  
-Frederick Douglass

*"Whether for the individual or for the nation, self is best served by transcending self."*  
-Senator Frank E. Moss

“What is important is that one be capable of love. It is perhaps the only glimpse that we are permitted of eternity.” -Helen Hayes

*“You have to be honest with people. You have to have great respect for yourself. If you see something that is not right, you must do something about it.”* -Annie Wauneka

“Life’s most persistent and urgent question is: What are you doing for others?” -Martin Luther King Jr.

*“Great men are they who see that the spiritual is stronger than any material force and that thought rules the world.”* -Ralph Waldo Emerson

“Nothing we do ever stands by itself. If it is good, it will serve some good purpose in the future. If it is evil, it may haunt us and handicap our efforts in unimagined ways.” -Eleanor Roosevelt

*“Each of us has within us a Mother Teresa and a Hitler. It is up to us to choose what we want to be.”* -Elisabeth Kubler-Ross

“The greatest source of happiness is forgetting yourself and trying seriously and honestly to be useful to others.” -Millicent Fenwick

*“When one reaches out to help another he touches the face of God.”* -Walt Whitman

“We can only survive when we have a goal—a passionate purpose which bears upon the public interest.” -Margaret E. Kuhn

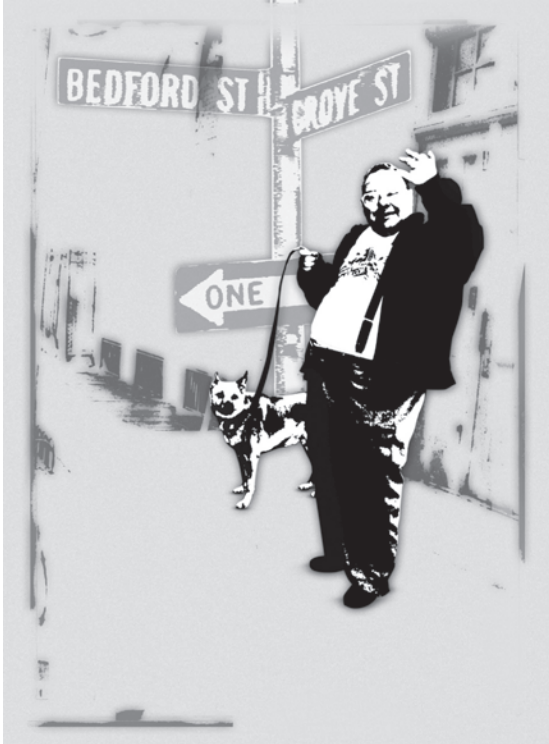
*“Progress comes from caring more about what needs to be done than about who gets the credit.”*  
-Dorothy Height

“Have I done any good in the world today? Have I cheered up the sad and made someone feel glad? If not I have failed indeed.” -Esther Peterson

*“Love is the ultimate and highest goal to which one can aspire. The salvation of humanity is through love and in love.”* -Victor Frankl

“We make a living by what we get. We make a life by what we give.”  
-Sir Winston Churchill

## THE COLLECTOR OF BEDFORD STREET



The Collector of Bedford Street, nominated for an Academy Award® in 2002, is about Larry Selman, a 60 year old community activist and fundraiser who is living independently with developmental disabilities. Each year Larry raises thousands of dollars for charity while he lives at the poverty level. After 20 years of service to his neighborhood, the community became concerned about Larry's well-being and created an Adult Supplemental Needs Trust Fund for him. This was the first time that a group, rather than an individual's family, created such a fund. The Collector of Bedford Street is a tale of personal persistence overcoming the odds; the film humanizes the story behind the abstract statistics of mental retardation, shedding light on how community inclusion can be successful. The Collector of Bedford Street has been invited to over 100 film festivals and screenings around the world and has received 19 awards.

### Selected Awards:

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Academy of Motion Pictures Arts and Science  
**2002 Nomination for Best Short Documentary**

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International Health and Medical Media Awards  
**2003 MediMedia's FREDDIE Award-Finalist**

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Christopher's Society  
**2003 Christopher Award**

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TASH (The Action Starts Here)  
**2003 Image Award**

### The Collector of Bedford Street:

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- Promotes lively discussion about community values
- Explores inclusion where we live, work, worship and study
- Explores the meaning and layers of intelligence
- Generates ideas for community service
- Focuses attention on discrimination and bias awareness

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