

# Teamwork Makes the Dreamwork

## Review of Leadership Series





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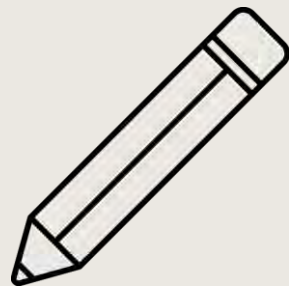
Nice to meet  
you!

- My Name to Anna Montaldo
- From St. Louis, Missouri
- CEO of CP Life—my own personal disability awareness social media brand
- Member of the Boundless Babes Society—a women empowerment organization for women with disabilities
- President of St. Louis Region People First
- "Charting My LifeCourse" Training Graduate
- A founding member of the Charting Our Own LifeCourse-COOL Group
- Person Centered Planning CtLC Ambassador Graduate.
- Enrolled in CtLC In Action, CtLC Stakeholders and CtLC Good LifeGroup Facilitators Badges
- My goals is to be a professional Charting the LifeCourse Trainer and Mentor

# What is Leadership?

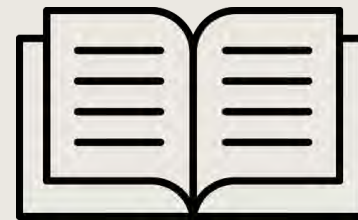
The action of leading a group of people or an organization.

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What are you promising to do? Make sure you understand What are you promising to do! Some things to consider are.

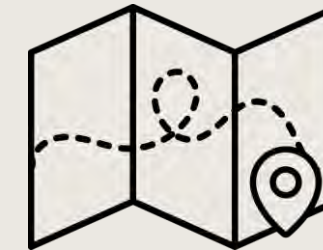
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Your day-to-day schedule do you want to work full or part time? Can you work virtually or in person? Are their trained people who support you in doing your job? What is your responsibility's? what are your skills / resources (showcase CTLC support star)

Do you want to do it?

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**Is it something you enjoy.**





**April we played**

**“How to Conduct Yourself in  
Meetings Jeopardy”**

**Let's Review some Situations**



# How to conduct yourself in meetings

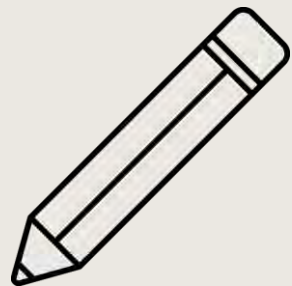
	Meeting prep	Meeting Etiquette	Post meeting	meeting involvement	use it or lose it
100	Ashley has a big presentation tomorrow what should she wear?	You should have side conversations with your friend?	what should do when the meeting ends?	I am really passionate about the work going on and would like to take on a leadership position in this meeting. What should I do?	This is a meeting that I have always wanted to participate in, but never have: _____
200	You have a zoom meeting and you want to use Candy crush as a background is it accepted?	Ashley arrived to the meeting on time but is now hungry should she doordash?	Ashley is really enjoying the presentation and wants to introduce herself to the presenter. How should she do this?	I have a phone call during the meeting, what should I do?	These are the organizations that I am involved with: _____
300	What are different ways to show professionalism	You have to use the bathroom in the middle of the meeting What should you do?	One of my friends is in this meeting with me and I want to talk to them about non-business things. What should I do?	Someone said something during the meeting that really upset me, what should I do?	I have been on a committee for a long time (over a year) and could start thinking about serving in a leadership role. What is that committee?
400	You don't know what is going to be discussed at this meeting. What do you do?	Should you use bad language or slang in meeting?	I was assigned a follow up item/task and forgot what it was	I wasn't able to complete the prep work that was necessary to participate fully in the meeting. What should I do?	What is something really important to me that may take a group (3 or more people) to accomplish?
500	You have discovered you have another meeting/appointment/family matter during that meeting time. What do you do?	I know the answer to every question and I have a comment about almost everything that comes up. What should do I do?	I was really frustrated with one aspect of that meeting (didn't get to talk, was cut off, didn't understand what was being discussed, etc.)	I had trouble understanding one of the agenda items and was lost during the discussion, what should I do?	Free square what can you think of?



# June Time management

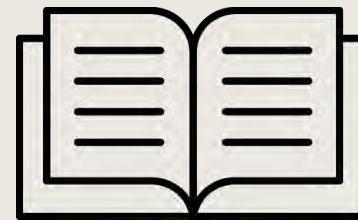
Making calendar events why do they matter?

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Key factors to keeping the meeting on track

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# June Time management

## Making calendar events why do they matter?

### Managing your calendars

- Using an online calendar such as ICal , google , outlook will allow you to invite others or to join other events.
- Color coding any type of calendar will help you keep track of your Many responsibility's!
- Always block out the **Exact time it will take to get to and from the meeting as well as the meeting duration**
- If the meeting has a location, it may be useful to add it to your calendar
- Let's look at some examples of how these practices can be used to improve your productivity as a leader!

## Key factors to keeping the meeting on track

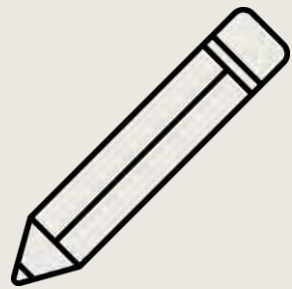
### Tips and tricks to ensuring a meeting runs on time

- Create a meeting agenda with top ideas to get through
- Consider making a “parking lot for things people mention that may belong in a future meeting
- Offer buffer time for socialing at the beginning or end of meeting .
- Ask for any feedback you can before the meeting

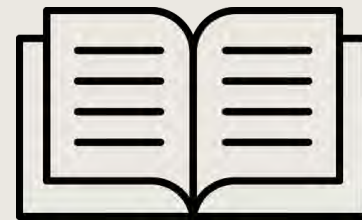
**Let's look at a example agenda's using these suggestions!**

# July How to talk to influence people

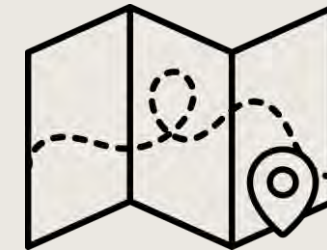
Making a appointment



What should you  
wear



What should you  
say?





1

## Connecting with your legislator

- Find out who your legislator is using lookup! You will need your street address and your city.
- Call or email them for an appointment.  
**Be sure to save their connect info!**
- If you're going to be at the Capitol let them know and set up an appointment with your district
- Or wait until after legislative season and invite them to advocacy events



2

How not to dress for  
your big day



12



Here are some “probably nots” ...  
can you tell me why?

2

**How to dress for  
your big day**



**Here are some great ideas...  
Can you tell me why?**

3

**What to say to be  
most impactful for  
your cause**

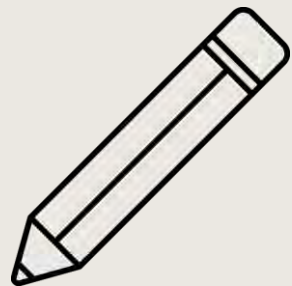
1. Introduce yourself, where you're from, and what you do for work.  
“Hi! Thank you for your time. My name is Anna Montaldo. I’m a self advocate leader in St. Louis”
2. Why the issue you are discussing important to you?  
“You should raise the DSP rate because I’m actively trying to get off SSI and to do that, I rely on my DSPs to assist me at work”
3. Thank them for their time and follow up if you need!



# September: How to make commitments and honor them

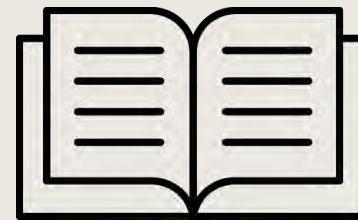
Understand what your being  
asked to do and your  
accommodations

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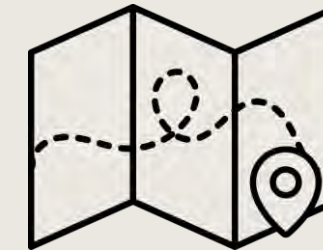
Steps to arranging  
accommodations

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Don't double book

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**Understand what  
you are being asked  
to do and the  
accommodations  
you need**

➤ Understand:

- What am I being asked to do? Do I have enough knowledge to do it ?
- When check your calendar are you free ?
- Where is the event virtual or in person
- What accommodations do you need to do this? (transportation , virtual speaking)
- Let's look at a top 5 advocacy tool (pull up PDF)

# 2

## Steps to arranging accommodations

1. Figure out what you need
  2. Send an email to coordinator to see what they can offer to make it work for you
    1. ex: gas miles , the option of in person or virtual
  3. Use your network to find natural supports.
    1. What natural support might you have to get you to a speaking engagement?
  - 4.<sup>17</sup> Make sure you know about your commitment in advance.
    1. week of events are sometimes hard to accommodation
- Talk about ways to ask for accommodations




# Learning Activity from sept!

**Leadership: Your Top 5 Expertise & Interest**  
*As a leader you may already have experience and expertise in several topics. These topics of expertise may or may not be what you currently have interest in. You may also have topics you are interested in which you have not had any experience in. In this tool we would like to learn more about your expertise and Interest. We would also like to know what are you top five areas of experience and interest.*

**Experience:** These are the topics you have personally or indirectly been involved in or come into contact with. For example, if you have gone to afterschool programs in the past you would put a check mark in the column for that topic.

**Expertise** These are the topics you have skills in or are knowledgeable about. If there is a topic that have a deep understanding of and are able to educate others about it, you can put a check mark in that column.

**Interest:** These are the topics that you are interested in. You might find yourself interested in a topic you are experienced in and/or have expertise in, but they can also be topics you have no experience or expertise in. If you read a topic and find it interesting to you, put a checkmark in that column.

Charting LifeCourse Domain			✓ Check Topic:		
Life Domain	Sub-Domain	Topics	Experience	Expertise	Interest
 <b>Daily Life and Employment</b> <i>What a person does as part of everyday life – education and training, employment, volunteering; routines, responsibilities</i>	Education	School-based Programs (Early Intervention, Special Education, 504, Honors Program)			

<i>and skills for individual and family life.</i>	Childcare, Camps, Afterschool Programs			
	School transitions/ High School Graduation			
	Higher Education/ Vocational Training			
	Lifelong Learning (senior Center, Community Classes, etc)			
	Language & Literacy			



# October Leadership opportunity's

## Opportunities

<p><b>FestAbility</b></p> <p>A celebration of disabilities with a mission of FestAbility celebrates the disability community through education, empowerment, and unity.</p>	<p><b>People First of Mo</b></p> <p>People First Missouri will be holding elections for statewide in November!</p>	<p><b>DRLD 2024</b></p> <p>DRLD will open applications for self-advocates to be leaders on March 1<sup>st</sup>, 2024. Sign up to receive more information!</p>
<p><b>SARTAC 2024</b></p> <p>Apply for my fellowship with the self-advocacy resource network</p>	<p><b>Election Judge</b></p> <p>Sign up with your local clerk or Election Authority to serve as an election judge in upcoming elections. These are paid opportunities.</p>	<p><b>Join a Coalition or Task Force</b></p> <p>There are many state and national coalitions that meet about important topics. This is a great way to make your voice heard.</p>



We would love to  
hear from you.  
How is it going so  
far ?







Have you tried any of the  
Skills you have learned?

- What skills / resources  
have you tried ?
- How have you  
implemented them?
- Did you find the skills or  
tools useful & in what  
way?



“The Self Advocacy Resource and Technical Assistance Center (SARTAC) seeks to strengthen the self-advocacy movement by supporting self advocacy organizations to grow in diversity and leadership. The resource center is a project of Self Advocates Becoming Empowered (SABE), the oldest national self-advocacy organization in the country. SARTAC is a Developmental Disabilities Project of National Significance, funded by the Administration for Community Living – Administration on Disabilities (AoD). The information in this manual was written to provide guidance for self Advocates and their allies to assist in understanding policy issues affecting their lives. It is not to be used to determine a person's legal rights or an organization's legal responsibilities under Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disability Act of 1990, as amended or any other federal, state or local laws written to protect the rights of people with disabilities.”