



LEADERSHIP: *More Than Just An Office*

By Tamira Cole
National HOSA Region II Vice President

Time after time you have been faced with an opportunity to step up and become a leader. Though some of us may not admit it, but we often think of leadership as holding an office.

Serving as a member of the National HOSA Executive Council gives you an amazing opportunity to serve the National HOSA Organization and more than 67,000 members nation-wide.

A leader is defined as an individual that communicates, motivates, and encourages a group of people to meet a set of common goals. Being a leader means stepping up to the plate, accepting responsibility and working together with a group or team. Leadership is an opportunity to learn, grow and develop in ways beyond your imagination. Leadership provides you with a positive outlook on working with others and developing skills that you could use for a lifetime. Through participation in leadership workshops, conferences, mock public speaking courses, and interviews you develop skills that help you become a well rounded individual.

Leadership also provides you with opportunities to travel and meet prominent people from across the nation. Conferences such as the National HOSA Leadership Conference have entertaining speakers and positive young people from across the United States. You do not have to be the President to lead a community service project or study group. Several teens are involved in church activities that help foster team building skills. Each year HOSA members collect money to donate to a health organization. For the next two years National HOSA will help aid in the research of cancer for the American Cancer Society.

Who said you can't get involved? Organizations such as HOSA give you a first hand look at the health care industry and what skills are needed to succeed. Through competition in one of five categories HOSA members are challenged to learn knowledge and skills such as CPR/ First Aid, Extemporaneous Speaking and Nursing Skills that will help build confidence and pride in a member's skill. The skills learned in competition help develop you into a productive leader on your health care team in your community.

The National Health Occupations Students of America organization gives students an opportunity to learn, grow, develop skills in leadership, help others, develop skills in a chosen health career, and learn to be a better you. All you need is the desire to help and serve others. That is what true leadership is all about! Leadership is just more than an office, but a chance to become a better, more productive you!

*"Leadership
is action,
not position."*

—Donald McGannon

MY FAVORITE ICEBREAKER

Title:	In the Bag
Group Size:	Small
Purpose:	Getting to know group members
Time:	Overnight to prepare 5 mins per person to share
Materials:	1 paper bag per participant Markers, pens, etc.
Instructions:	Each participant should be given a paper bag. Instruct them to decorate the outside of the bag that shows how other people see them. On the inside of the bag, put words, articles, etc. that illustrate what's really inside the person.
Outcome:	Each participant share his/her bag – what's on the outside, and more importantly, what's "in the bag." This type of activity helps group members understand each other's behavior (the outside) as well as feelings, values and dreams. (the inside.)



Leadership

TIPS for Success

In cooperation with the National Consortium for Health Science Technology Education, HOSA's National Recognition Program is NEW for 2002-2003. The purpose of the event is to encourage HOSA members to develop the skills, abilities and attitudes necessary to pursue a career in health care. The portfolio is designed to provide students with documentation of their achievements through health occupations/health science education and HOSA.

ULTIMATE GOAL:

This portfolio should be something the HOSA member can take to job or college interviews. It serves as documentation of achievements and will be helpful to the student when filling out college and job applications in the years to come.

Remember that your portfolio needs to be neat and to the point. Here are some helpful suggestions when completing your portfolio.

The **biggest challenge** we have seen so far is **failure to follow the directions**. If the criteria says "one page" do not provide two. If the criteria asks for "who, where, what and when" be sure you provide that information.

★ PORTFOLIO

DO NOT use sheet protectors or tabbed dividers. They extend out from the borders of the portfolio and do not create a professional appearance.

DO include the verification statement as the last page of the portfolio.

DO ask your chapter advisor, parent, or mentor to evaluate your portfolio, following the published standard, before submitting it for national recognition. Their feedback can be very helpful in assuring a professional portfolio that follows the rules and meets the standards.

★ LETTER OF INTRODUCTION

DO include your full name, address, and the date – just as you would any formal business letter. Pay attention to having even top, bottom, left and right margins.

DO NOT try to squeeze too much information on the page. This is an introduction – not your life history.

★ RESUME

DO follow acceptable resume standards. You can find good examples in textbooks and online. Use resume quality paper and a clean, neat style. There should be NO errors on your resume. **DO NOT** go over the one page limit.

★ PROJECT

DO use an outline or summary form to provide the key facts of your project.

DO include important information such as the date, title, duration, who was involved, purpose and results of your project. You may include important supportive information/documentation if you wish.

DO NOT ramble on for four pages in a narrative explanation of what is wrong with the world.

★ WRITING SAMPLE

DO follow the directions.

DO use a pen, write neatly, and pay attention to page margins. This part of the portfolio is designed to share what you think and how well you write.

DO NOT type or word-process the answers.

DO NOT change the amount of space. This activity is designed to make you provide a clear and concise answer to selected questions.

★ WORK-BASED LEARNING

DO follow the directions and provide a one-page summary.

DO include the important facts – date, time, location, mentor(s) and what you did as part of the experience.

NOTE: A letter from the agency in which the HOSA member experienced a work-based learning environment may be used, provided the letter provides an appropriate description.

★ ORAL PRESENTATION

DO include a short description that outlines who, where, what and when the speech took place.

DO include a copy of the actual speech.

DO NOT include copies of your visual aids.

DO NOT include a thank you letter from your audience.

★ SERVICE LEARNING

DO use a chart or outline format.

DO provide the dates, hours, location and learning outcomes. (What did you do? What did you learn from this experience?)

DO NOT use abbreviations that the evaluator is unfamiliar with.

DO NOT include a car wash, candy sale, or other fundraising activity that is clearly not community service.

★ TECHNOLOGY

DO include a brief explanation of the technology you used.

DO NOT include a disk or CD copy of your presentation.

★ LEADERSHIP EXPERIENCE

DO include specific dates, titles, and a short description of each leadership role.

DO NOT use abbreviations that will not be understood by the evaluator.

