

## Checklist for Leader Skills and Qualities

### Consider your strengths as a leader and deliverer of Silver Salties programs.

Self-rate, or ask a trusted colleague to rate you, on your performance for each of the statements below.

- 60 points or above = You are the sort of skilled and attentive leader participants will enjoy coming back for!
- 45 and 59 points = You have the potential to be a terrific Silver Salties leader and could improve in some areas!
- Under 45 points = There is room for improvement!

Checklist for Silver Salties Leader Skills and Qualities	Self-Rating Scale				
	1	2	3	4	5
<b>Self-Rating Scale</b> 1=Never; 2=Seldom; 3=Sometimes; 4=Mostly; 5=Always					
<b>Be Friendly</b>					
Make good first impressions. Smile genuinely; Introduce yourself; Ask participants about themselves; Provide space for shy participants e.g. don't interrogate or crowd them.					
Help participants feel welcome. Organise a SLSC representative to make a special welcome to participants; Ensure participants feel comfortable e.g. seating, looking away from sun, aware of restroom location, access to water, opportunity to have a cup of tea; Find out what participants enjoy / are good at; Consider using name tags/badges/lanyards; Introduce participants to other participants and SLSC representatives; Keep everyone active; Acknowledge participants' contributions e.g. great ideas, shared stories, morning tea; Ask them for their thoughts/feedback/suggestions; Promote any Silver Salties or SLSC social opportunities.					
<b>Be Nurturing</b>					
Acknowledge participants. Use positive comments to acknowledge participants' efforts, presence, contributions e.g. "Bravo on finishing so strongly!" "Amazing effort making it through that set/circuit" ; Two thumbs up for that answer!"; Focus on positive behaviours and efforts rather than any negatives when interacting with participants. In other words, be a "glass half-full person rather than a glass empty person" and don't' forget to 'water the flowers you want to see grow, rather than feeding the weeds!"; Consider using tangible incentives to encourage participants e.g. small note of encouragement, sticker, certificate, coffee voucher when they are doing a great job!					
Use icebreaker activities at the start of programs and/or sessions.					
Be empathetic. Consult participant registration form to see if any major life event has occurred recently e.g. death of spouse or child; Be aware that major life events can cause a certain level of stress and grief. Don't judge participants, they could be going through a lot of emotional turmoil; Provide a listening ear if a participant opens up about their background. Have tissues ready for you and them!					
Respect participants' culture and heritage. Encourage discussion about people's cultural background; Intervene if any negative comments are made about participants' backgrounds/culture and establish/promote a culturally safe environment at Silver Salties and the SLSC.					
<b>1=Never; 2=Seldom; 3=Sometimes; 4=Mostly; 5=Always</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

<b>Be Responsive</b>					
Make participants feel like they are the central focus. Use participants' names where possible (name tag useful); Check in with each participant about how they are feeling today; Be in the present moment when you are communicating with participants; Take photos of participants in action and if approved by participants, use in SLSC promotions.					
Use effective communication skills. Make eye contact with participants; Listen effectively till the end – don't butt in or finish sentence; Use gestures with your hands and face; Be aware of what your body language is saying; Be honest, patient, optimistic, sincere and respectful; Use clear words and appropriate voice volume'; Slow your speaking and animate your voice.					
Be aware of how participants are progressing. Observe participants reactions; Ask participants how they are going/feeling and consider a survey mid-way through program; Invite participants to ask questions.					
Change things up to suit participant needs. Change the activity to better suit participant needs e.g. less or more, shorter or longer, lighter or more vigorous intensity; slow or fast etc; Change the space in which the activity is occurring e.g. beach to park, smaller or larger, soft sand to hard sand, ocean to the pool; outside to inside etc; Change the equipment being used e.g. no weights to weights (water bottle, can, gym weight), rescue tube to no tube; beach flags to hats; pool noodles to kickboards etc; Change how people are grouped or interacting in activity.					
<b>Be Expert</b>					
Keep up to date with your professional development. Maintain currency in SLSA awards and other relevant PD; Share your experience with participants to grow their confidence; Get to know more about local organisations relevant to 65+yr.					
Maintain a broad knowledge of exercise. Know the Australian recommendations for physical activity 65+; Know and promote the importance of warm-up and cool-downs.					
Promote DRABCD and general first aid knowledge. Talk to participants about emergency procedures and first aid; Suggest they consider doing the Home Lifesavers course; Promote water drinking stops during activities; Promote sun safety; Perform risk assessments including: Identify potential hazards related to activity; Identify possible control measures and implement if necessary.					
<b>Be Positive</b>					
Promote healthy active ageing. Promote an age-friendly environment at your SLSC; Challenge discrimination and elder abuse; Promote good news stories about participants.					
Promote participant wellbeing. Tap into participants' strengths through a questionnaire, discussion an online survey; Invite participants to use strengths in SLSC activities; Encourage social events to promote positive relationships; Add meaning to activities where possible e.g. charity; Promote participant achievements.					