



ARTS

ADMINISTRATORS' ESSENTIALS:

SUPPORTING INDIVIDUAL ARTISTS

MODULE 6: WORKSHEETS
HELPING LEADERS VALUE ARTISTS

LESSON ONE: Worksheet

Read/view + Reflect:

1. Forbes – *The Strategic Narrative: A Better Way To Communicate Change*
2. HubSpot – *How to Communicate with Your Creatives without Killing Their Creativity*

Exercise + Reflection:

Prepare for a meeting with your supervisor using the prompts below:

1. What is the topic of your monthly workshop series? (Remember, you can choose from the following: Art and Disability, Creative Entrepreneurship, or Supporting K-12 through Art Education; or use another topic you have already been considering.)

2. Whom will you serve?

3. How many people do you expect to participate?

4. How long will the activity be? Over what length of time? (For example: four, one-hour workshops over the course of a month.)

5. How does the activity align with the objectives or goals of the organization?

6. What would you ask of your staff?

7. What would you ask of your boss?

8. What information would you take with you to the meeting?

9. How would you ensure program goals are met?

10. What method of evaluation will you use?

When you are finished, create a draft of a meeting agenda. Consider if you will need different agendas for your meetings with your boss versus your meeting with your staff.

LESSON TWO: Worksheet

Read/view + Reflect:

1. Forbes – [*How To Handle A Bad Boss: 7 Strategies For 'Managing Up'*](#)
2. The Guardian – [*What to do if you have a difficult boss*](#)

Exercise + Reflection:

Take a few minutes to think of one to two instances where communication could have been improved between you and your supervisor. Remember, we all can get better. Even if you have a good relationship with your supervisor, it could always be more efficient.

1. What steps would you take to increase positive relations?

Step #1

Step #2

Step #3 (optional)

2. How would you endeavor to have more effective interactions?

3. Write out how you start the conversation using the positive/negative sandwich:

Something positive → the negative/critique → something positive

Something positive → _____

The negative critique → _____

Something positive → _____

4. What do you do if your supervisor not receptive?

5. If your supervisor is receptive to your needs, what are your next steps?

LESSON THREE: Worksheet

Read/view + Reflect:

1. *HuffingtonPost – Creatives in Cubicles: Creatives in the Non-Creative Workplace*
2. *Fortune – Why creativity is absolutely crucial in the workplace*
3. *allBusiness – The Importance of Creativity in the Workplace*

Exercise + Reflection:

Think of a process, system, or company standard that needs to be restructured or redeveloped.

1. What are the risks?

2. What are the benefits?

Now consider which two members of the executive administration within your organization you will interview.

Executive #1:

1. What is your administrator's vision for the company?

2. How do you and your work fit in that vision?

3. What ideas will you share?

4. What specific ways would you like your administrator's support and/or guidance?

LESSON THREE: Worksheet

Executive #2:

1. What is your administrator's vision for the company?

2. How do you and your work fit in that vision?

3. What ideas will you share?

4. What specific ways would you like your administrator's support and/or guidance?

LESSON FOUR: Worksheet

Read/view + Reflect:

1. Community Toolbox - *Proclaiming Your Dream: Developing Vision and Mission Statements*
2. Cooperative Extension Publications - *Vision, Mission, Goals & Objectives...Oh My!*

Exercise + Reflection:

Take a few minutes to develop a mock community survey. Make sure your questions reference your company's mission and goals.

Create three to five questions for your survey. Be sure to include the following as you develop each question:

What are your end goals?

- Do you want your supervisor to be more aware of your evaluation skills?
- Do you want to be groomed for a leadership position in the future?

Arts Organization #1:

1. Question #1: _____
2. Question #2: _____
3. Question #3: _____
4. Question #4: _____
5. Question #5: _____