



# ARTS

## ADMINISTRATORS' ESSENTIALS:

SUPPORTING INDIVIDUAL ARTISTS

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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.)

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2. Whom will you serve?

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3. How many people do you expect to participate?

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

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

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6. What would you ask of your staff?

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7. What would you ask of your boss?

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

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9. How would you ensure program goals are met?

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10. What method of evaluation will you use?

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**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

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Step #2

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Step #3 (optional)

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

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### 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?

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

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# 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?

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### 2. What are the benefits?

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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?

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

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#### 3. What ideas will you share?

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

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# LESSON THREE: Worksheet

Executive #2:

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

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

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3. What ideas will you share?

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

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# 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: \_\_\_\_\_