

Levels of Thinking and Working

- 1) Transactional – Has to do with fulfilling mission. Not low level but frontline.
- 2) Operational – Things you do to make transactional work go better. – Management.
- 3) Transformational – Make the world a better place for People with Disabilities, their families and their communities.

Group 1

-Top heavy in transactional

-Many tasks can be categorized in all categories dependent upon how the activity is approached.

-CACs were identified as somewhere between operational & transactional with a goal of becoming transformational

-Obtain more administrative assistants to process paperwork and repetitive daily tasks to free up time of thinkers -Learn to say no to allot more time for transformational activities -Create a personal mission/vision that we use to check ourselves against our critical path. this will also assist us in remembering that grants are a tool for change.

-Create informal/formal opportunities for discussion amongst staff. EX: brown bags, retreats, etc. -Stay current with goings on in community/field as well as talking/networking with community and colleagues.

-Develop trust in center possibly by using the group physical challenge activities suggested by Lynne Seagle.

Group 2

Incorporating higher level skills in our work:

- Delegating more of the transactional work to other staff
- Define roles clearly so everyone knows that they are responsible for and partners know who to contact
- Spend time developing relationships
- Challenge self to use meetings for strategic purposes – develop relationships, come up with new ideas, find synergies
- Make time to reflect, think about ideas, let ideas percolate
- Build spirit and morale

Group 3

Do the same task in a different way and it becomes transformational

Add self-reflection

Partnering

Encouraging others in the vision

Be intentional

Be more strategic in grant-seeking – make certain they fit the vision and lead to transformational work.

Create shared vision across organization.

Delegate operational tasks to people who like it and do it well.

Double duty: Try to purposefully and intentionally use the same task for higher level leading – e.g. teach class in way that leads to new ideas, publication, grant idea.

Be visionary in method of leading – do more and short-range planning, including statewide needs assessment

Use “having lunch” for creative opportunities; change to think out loud.

Educate and mentor those below us to maximize opportunities such as conference to build relationships, learn from others, get feedback.

Know where you want to go so you recognize and jump on the opportunities when they come up.

Group 4

Transactional:

Program meetings

Phone, email, and in person TA/consultation grant reporting staff supervision (depending on what type)
email everyday

Operational:

Stakeholder meetings or workgroups

Staff meetings

Interviews

PD

Staff supervision/mentoring/ check in/working through issues grant writing

Transformational:

CAC meetings?

PD

State policy workgroups

Mentoring - how do we do business/shared leadership/ how do we do better?

E-mail follow up to policy leadership

Conferences/events

National association participation and peer reviews special interest groups in AUCD National HCBS conference

Ways to incorporate transformational thinking:

Use transformational thinking in your transactional and operational thinking keep notepad outside the shower be more mindful of what we are doing and what can be delegated and focusing on transformational instill/encourage transformational thinking in your staff