Proactive Leadership: Guiding your Staff and Institution in a New Era of International Education.

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Natalie Tierney, Director / Principal Consultant, Capital Review Group
Session Objectives

• Explore barriers to proactive leadership
• Drawing on the collective experience of participants and using everyday scenarios, we will:
  o Discuss why and how we get caught up being reactive;
  o Examine what it means to be proactive; and
  o Identify some tools and frameworks to help us move from being predominantly reactive to proactive leaders.
## Session Outline

<table>
<thead>
<tr>
<th>Time</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:50 – 4:05 pm</td>
<td>How and why do we get caught up being reactive?</td>
</tr>
<tr>
<td>4:05 – 4:20 pm</td>
<td>Moving from reactive to proactive leadership – what the experts suggest</td>
</tr>
<tr>
<td>4:20 – 4:50 pm</td>
<td>Tools, frameworks and practices to help us move from reactive to proactive leadership</td>
</tr>
<tr>
<td>4:50 – 5:00 pm</td>
<td>Concluding Remarks</td>
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</tbody>
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How and why do we get caught up being reactive?

Facilitator: Richard Geddes
Definition of Proactive and Reactive

• Proactive – “a person or action creating or controlling a situation rather than just responding to it after it has happened”

• Reactive – “acting in response to a situation rather than creating or controlling it”

Source: Google Dictionary
<table>
<thead>
<tr>
<th>The times when I was being proactive</th>
<th>The times when I was being reactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>My leadership team and I looking at the high-level application, offer and acceptance reports daily and detailed reports at least once a week to see how we were tracking when compared to same time in previous years</td>
<td>Mistaking being busy with being productive and hoping that all the actions we are taking will result in targets being met</td>
</tr>
<tr>
<td>Actively working to convert students in the funnel earlier and intentionally bringing forward conversion wherever possible</td>
<td>Conversion activity a few weeks before an intake</td>
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Discussion Questions

Think about and envision what being a pro-active leader would look like in your day to day roles, and your workplace:

Q1: If you were being proactive, what would this look like?

Q2: How does the ideal differ from how your typical days go?

Q3: Why and how do we get caught up being reactive?

Self-reflect and then discuss with others at your table.
How and why do we get caught up being reactive?

Facilitator: Richard Geddes
To enter your responses, click the “+” sign and then press “Enter” to submit.

Q1. If you were being proactive, what would this look like?
- Finish work on time each day
- Test
- Less emails
- Surfing
- Hug twins
- Going on holiday

Q2. How does the ideal differ from how your typical days go?
- Less rushing from place to place
- Holiday please
- Less emails

Q3. Why and how do we get caught up being reactive?
- Because we do
- AIEC rocks
- Emails
Discussion Questions

*Think about and envision what being a pro-active leader would look like in your day to day roles, and your workplace:*

Q1: If you were being proactive, what would this look like?

Q2: How does the ideal differ from how your typical days go?

Q3: Why and how do we get caught up being reactive?

Self-reflect and then discuss with others at your table.
Moving from reactive to proactive leadership – What the experts suggest

Facilitator: Simon Davies Burrows
Proactive vs. Reactive Leaders – Greg Schinkel

Source: https://www.youtube.com/watch?v=j6KatFtVSPs
# Reactive to Proactive Leadership – Expert Opinions

<table>
<thead>
<tr>
<th>Jim Hemerling</th>
<th>Lars Sudmann</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisations should focus on 5 strategic Imperatives that all focus on ‘putting people first’:</td>
<td>’Great leaders’ should focus on Self-Leadership through three key strategies:</td>
</tr>
<tr>
<td>1. ‘Inspire through purpose’</td>
<td>1. Self-Awareness - ask yourself about the worst leader you had and ask if you do similar things?</td>
</tr>
<tr>
<td>2. ‘Go all in’</td>
<td>2. Self-reflection - 2-5 mins daily – think daily about challenges achieved, and what else is ahead</td>
</tr>
<tr>
<td>3. ‘Ensure your people have the skills &amp; knowledge to make the change’</td>
<td>3. Self-regulation - ask yourself on a scale of 1-10 how important is that issue right now and address the situation</td>
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<td>4. Instil a ‘culture of continuous learning’</td>
<td></td>
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<tr>
<td>5. Adopt ‘Inclusive leadership’</td>
<td></td>
</tr>
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</table>

Source: https://enterprisersproject.com/article/2017/8/5-ted-talks-transformational-leadership-watch

Source: https://www.youtube.com/watch?v=vlpKyLkIDDY
What it takes to be a great leader – Roselinde Torres

Source: https://www.ted.com/talks/roselinde_torres_what_it_takes_to_be_a_great_leader
Roselinde Torres – 3 key questions to contemplate

• **Where** are you looking to anticipate change?

• What is the diversity measure of your personal and professional Stakeholder Network?

• Are you courageous enough to **abandon a practice** that has made you successful in the past?
Tools, frameworks and practices to help us move from reactive to proactive leaders

Facilitator: Natalie Tierney
One tool that could help move us from reactive to proactive

Source: https://czarto.com/2012/04/24/four-quadrants-of-time/
Email management – the 4Ds by Time Stylers

Deal with it:
• Emails requiring a quick (5-10 minute) response can be dealt with immediately.
• Emails that are urgent.

Delay:
• Emails requiring a more considered response or some thinking time can be parked for a later scheduled email block to let your subconscious mind work on it.

Delete:
• Spam, junk or the general cc or bcc.

Delegate:
• If it can or should be dealt with by someone else, delegate it.

Source: Kate Christie - Smart Time Investment for Business
Discussion Questions

• Generate solutions and suggestions for tools and frameworks to help us move from reactive to proactive leaders:

Q: How can you plan for change?

Q: How can you take advantage of disruption?

Q: How can you make time for transformation, rather than be caught simply reacting?

Q: How do you foster an environment where your staff and teams are empowered to innovate, offer solutions and seize opportunities?

Self-reflect and then discuss with others at your table
How and why do we get caught up being reactive?

Facilitator: Richard Geddes
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Session Conclusion – “Takeaways”

Facilitator: Bronwyn Bartsch