

## **LEADER – IMPORTANT “READ ME’S”**

**MEETINGS** – As leader you will need to instill confidence to the team. They will have to trust your judgment and feel that the meeting time is well spent. Don't labor on details and be aware that only about 20% of what you say will be remembered. Use the handouts and/or repeat important items. A team that has had less than 6 meetings is not prepared

**AGENDAS** – You will need to “dress” the outlines to suit your meetings. These are suggestions only, but they do follow an organized plan. Print copies for each meeting and remove any notes that are not needed.

**DEADLINES** – These will be partially determined by PATH administration and your team departure/projects dates. Please be aware of the following:

"PATH is eager to have teams visit Otino Waa and will endeavor to accommodate all who feel they have been led by the Lord to come. We all need to be the hands and feet of Jesus in a context that compliments the needs and programs. In maintaining the day to day operation of the facility and staff, it will be necessary to accept team projects that blend with existing projects or that have been approved by the directors.

All projects must be **identified and approved 4 months** in advance and all team members must have **positions identified** within those projects that meet with the approval of the directors **2 months** in advance. Timing is of the essence, therefore it will be necessary to state, and adhere to, deadlines for applications, identifying team projects and approval.

Dates for individual team deadlines will be coordinated through the PATH USA Office.

**Failure to meet the required deadlines will necessitate postponement of the team arrival or possible cancellation.**

**DELEGATE, DELEGATE** – The best way to loose sleep or seem overwhelmed is to do everything yourself. Your team members will rise to the level of your expectations of them. Elevate them to positions of decision making. Everyone needs responsibility and ownership.