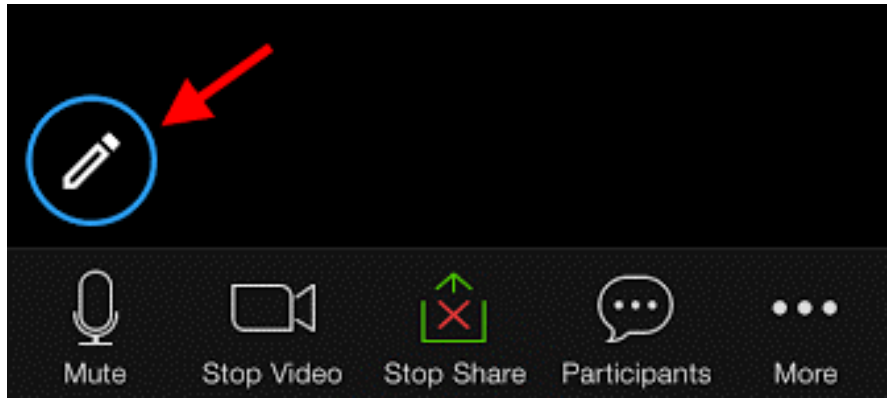




Cultivating Your Craft

PRINCIPLES OF BEING AN
EFFECTIVE STAFFER



Annotate tool is located in the lower left-hand corner of the screen, above the tool bar.



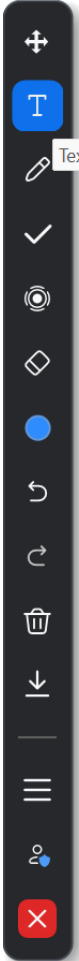
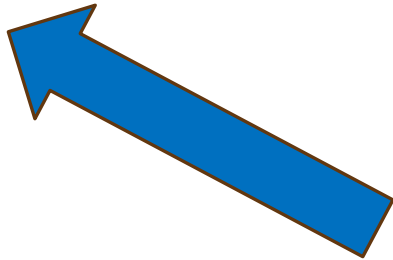
Annotate tool may also be found on tool bar.



← ANNOTATION TOOL



← STAMPS



Whiteboard Screen

What's Your Principle?

What is one principle, or foundational truth, that you utilize in your work in the legislature?

Reflect and write down.



An astronaut in a white spacesuit stands on the lunar surface. To the left, an American flag is planted in the ground. To the right, a large, multi-paned solar panel is visible. The background shows the dark, cratered landscape of the moon under a black sky.

#1
KNOW YOUR PURPOSE

Purpose in Legislatures

Helping citizens to
have better
experiences and
services.

Conveying complex
information in an
understandable way.

Providing quality and
reliable information
to all legislators.

Participating in the
daily dynamic
(energy) of a
legislature – always
new and different.

My Purpose in My Legislature

What's Your Impact?

I make a difference in my current role by _____.

What Motivates You?

I love _____ about working for my legislature.



Reflect and write, then share one statement on a whiteboard.

A blurred background image of an office interior. In the center, a person in a dark suit is seen from behind, looking towards a bright window. To the right, another person is partially visible, sitting at a desk with a laptop. The scene is filled with soft, out-of-focus light from the windows, creating a bokeh effect. The overall color palette is dominated by blues, greys, and warm whites from the light.

#2
MAINTAIN
CREDIBILITY

Credibility as Currency

“Credibility is a leader’s currency.
With it, he or she is solvent; without
it, he or she is bankrupt.”

----*John C. Maxwell, leadership coach and author*



What does credibility
mean to you?

Narrow to **one word**.

Reliability

Honesty -----

Effectiveness -----

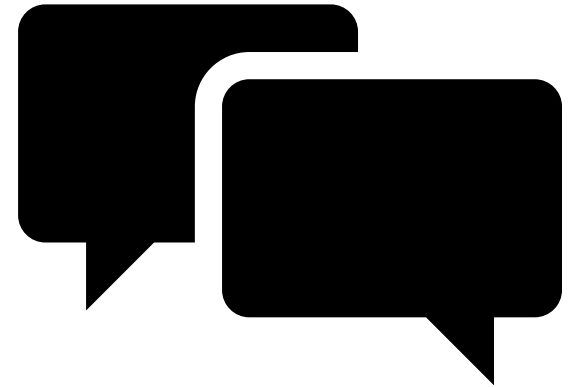
Integrity -----

Character -----

Other, please share:

Maintaining Credibility

1. How can you *cultivate* your credibility in the legislature (i.e. – not only become solvent but add to your ‘bank account’)?
2. How can you *lose* your credibility while working in the legislature (i.e. – become bankrupt)?



Breakout Groups.

#3
RESPECT THE
INSTITUTION



Loyal to the Legislative Branch

Legislative staff members have an obligation to be loyal to the legislature as an institution...

Any action or inaction that could bring disrepute to, or infringe upon the authority of, the legislative branch of government or the principle of representative government conflicts with this service.

NCSL's Model Code of Conduct, Principles of Conduct for Legislative Staff, 2019

Respect the Institution

A View of the Legislature from the Trenches, John Phelps, NCSL Staff Chair, 1999-2000.

Take pride in your work and perform at a high-level, always

Respect the Process.

Speak up when the legislature is maligned.

Professionalism, civility and decorum.

Respect in Action

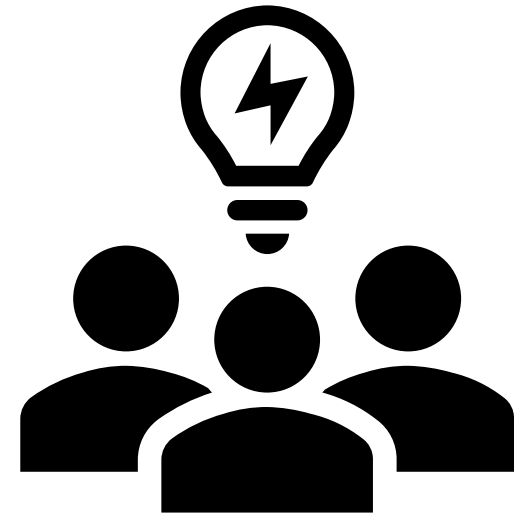
“Nothing I do is small. Everything matters to someone, somewhere. So, every letter, every phone call, every email, every process, every transaction that I’m facilitating for the day, it matters, and I see it.”

--Sabrina Lewellen, deputy director and assistant secretary, Arkansas Senate and NCSL Staff Chair

Respect In Action

What's an action you undertake that demonstrates respect for your legislature?

Cohort Discussion.



#4
BE A LIFELONG
LEGISLATIVE LEARNER
(TRIPLE L)



Lifelong Learning

“Lifelong learning is the ongoing education of the **self**. Because it’s on a continuum, this type of learning is **self-motivated** and often self-taught. It’s about turning the act of learning in a classroom into a **daily mindset and habit**. It’s about having a fierce desire to gain **knowledge and skills** whenever, wherever, and however.”

--Kristen Griffin, former vice president of Student Services at University of Phoenix

Three Development Goals

What **three skills or knowledge areas** would you like to develop/learn more about as you continue your role in the legislature?


Write down your three development goals.



Three Months


“Deadlines have a way of focusing the mind”

december 2023

SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3		4	5	6	7	8	9
10		11	12	13	14	15	16
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							



march 2024

SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3		4	5	6	7	8	9
10		11	12	13	14	15	16
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							



A Plan and a Process

What's the **first step** you need to take to help you achieve each goal?

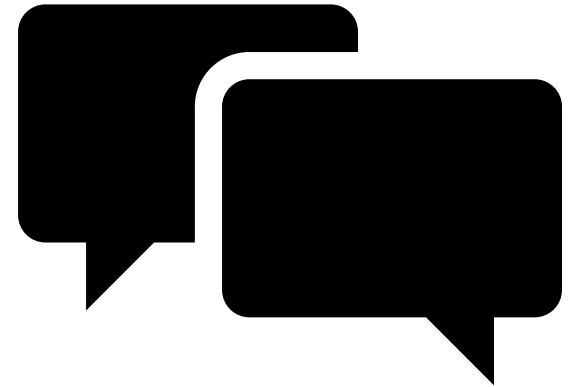
Write down the first step next to each goal.



Three Partners

*Share your **three learning goals** along with **the first step** you plan to take in achieving each goal.*

Breakout Groups.



3 x 3 x 3 Legislative Learning Plan

Three Development Goals

Three Months

Three People

-Based on: Intentional Learning in Practice: A 3x3x3 Approach, McKinsey and Company, April 19, 2021



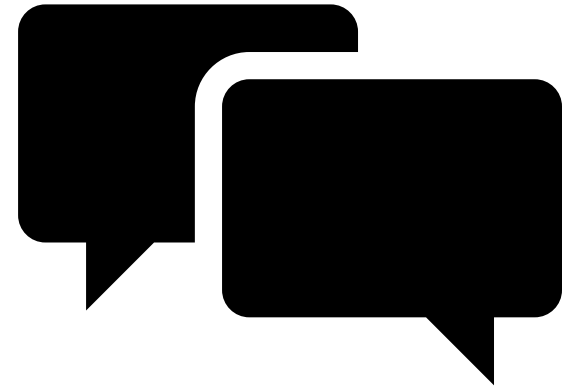
#5

YOU PICK THE PRINCIPLE!

Pick A Principle

1. Share your principle and *why* you selected it.
2. As a group, if possible, agree on **one principle**.
3. Share the **agreed upon principle** on the **whiteboard** *after* your breakout room closes.

Breakout groups, then whiteboard.



FIVE PRINCIPLES TO CULTIVATE

Know Your Purpose




Maintain Credibility

Respect the Institution

Lifelong Legislative Learner (Triple L)

Group Principles

CULTIVATE

-  enrich; give special attention
-  nurture, take care of
-  develop for growing

What Do You Want To Cultivate?

What principle do you want to further cultivate?

Reflect, write down and make a commitment to growth.

