



How to Create a



# Program of Work



Online Leadership Development Tool-Kit

## What is a program of work?

A program of work (POW) is a list of goals that officers or committees develop to serve as a "road-map" to guide them through their term in office. Effective goals and a brief summary of each and a mission statement, which is a proclamation vowing to be dedicated are essentials to a POW. You can see a sample POW by going to "Sample Program of Work" on the Online Toolkit.

## What are effective goals? What is considered ineffective?

Effective Goals	Ineffective Goals
Realistic, attainable, and feasible. Provide challenge and promote growth.	Too high or too low.
Have a time limit	Fail to specify time.
Are clear, measurable and somehow observable; therefore, you will be able to determine overall success.	Are vague, cloudy, and hard to evaluate achievement.
Are created by the members.	Are formed by the designated leader, elite groups, or by tradition.
Are significant to the members. They contribute to the aims of the organization.	Are unimportant to the members. They are unrelated to the goals of the organization.

## What are some good areas to build upon for our program of work?

Increasing membership, community/business involvement, and community civic projects are great areas to include in your program of work. You want to make sure that the members are included in the goal-setting phase so they will assist in executing the goal.

## Any other advice?

When writing the program of work, action verbs are essential to a POW; they give your goals life and meaning; without action your goals are incomplete and will be difficult to attain. Here's a list of action verbs to consider when writing your goals.

### List of Action Verbs

Help	Attend
Increase	Assist
Hold	Promote
Support	Inform
Participate	Involve
Have	Prepare
Explain	Recognize
Achieve	Send
Plan	Make
Encourage	Invite
Continue	Run
Raise	Evaluate

