

How to become a good leader

Our toolkit

Easy Read version



Women
With
Disabilities
Australia
(WWDA)



How to use this toolkit



Women With Disabilities Australia (WWDA) created this toolkit.

When you read the word 'we', it means WWDA.



We are an organisation that supports women and girls with disability in Australia.



We also support people with disability who are **gender diverse** in Australia.

A gender diverse person is someone who feels like they don't fit the idea of being a man or a woman.



We wrote this toolkit in an easy to read way.

We use pictures to explain some ideas.

Bold Not bold

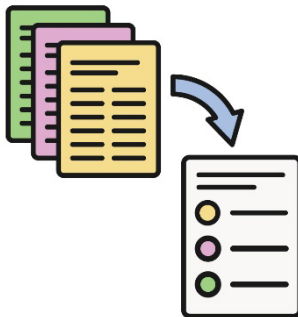
We wrote some important words in **bold**.

This means the letters are thicker and darker.



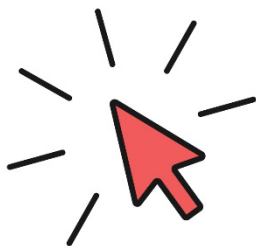
We explain what these words mean.

There is a list of these words on page **46**.



This is an Easy Read summary of another toolkit.

This means it only includes the most important ideas.



You can find the other toolkit on our website.

www.wwda.org.au/lead-toolkit/



In this toolkit, we talk about some things that might upset some you.

You can ask someone you trust to support you.



You can also ask for support to read this toolkit.

A friend, family member or support person might be able to help you.



You don't need to read this toolkit and do all the activities at the same time.

You can take your time.

What's in this toolkit?

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About our toolkit



We don't have many leaders with disability in Australia.



But people with disability can be great leaders.

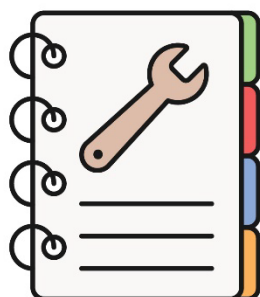


They have the same **right** to be leaders as people without disability.



Rights are rules about how people must treat you:

- fairly
- equally.



We created a toolkit to support more women, girls and gender diverse people with disability to become good leaders.

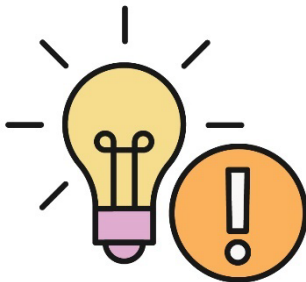
In our toolkit, we explain:



- what a leader is

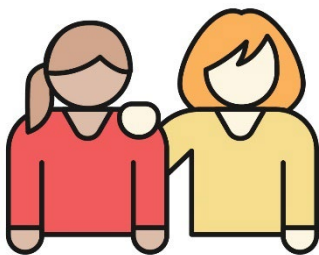


- skills you can build to be a good leader



- **principles** you can follow to be a good leader.

Principles are important ideas we should always think about.



We also explain where you can get support.



We worked with women, girls and gender diverse people with disability to create this toolkit.

What is a leader?

A leader is someone who:



- stands up for what they believe in



- guides and supports other people.



Anyone can be a leader.

For example:



- a family member or friend



- your teacher or someone else in the community.

The skills you can build to be a good leader



There are different skills you can build to be a good leader.



It's okay if you don't have all of these skills yet.

These skills include being able to:



- make a plan to reach your goals



- think about different parts of a situation



- help people understand their strengths.

These skills also include being able to:



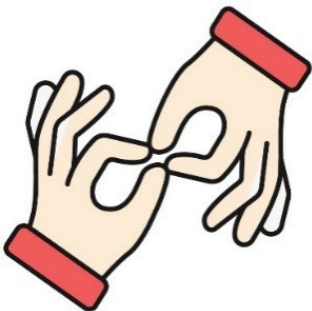
- listen to other people's ideas and opinions



- build trust with other people



- communicate clearly with other people.



You can communicate in different ways.

For example, using sign language.

These skills also include being able to:



- accept when you are wrong



- be honest and speak up for what you believe in



- be open to change



- be open and show your feelings

- be **confident**.

When you are confident, you:



- believe in yourself
- know what you can do
- can try new things.

These skills also include being able to:



- be strong during hard times



- care for other people



- encourage other people

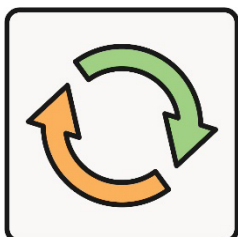


- support people to work through problems.

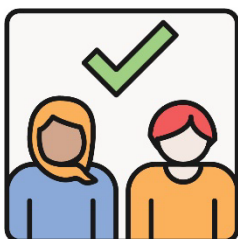
The principles you can follow to be a good leader



There are 5 principles you should follow to be a good leader.



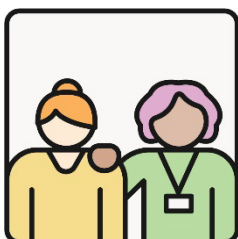
1. Change ideas about what a leader does.



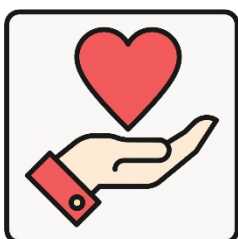
2. Value differences and experiences.



3. Nothing about us without us.



4. Encourage and support people.



5. Care for yourself and your community.

We explain our principles on the pages below.



We have also included activities to help you practice each principle.



You will need paper and a pen or pencil to complete these activities.

You can do these activities:

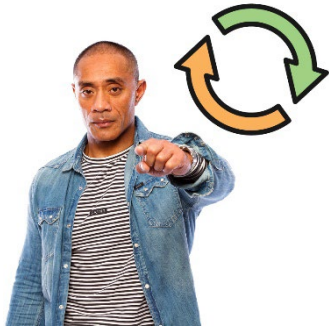


- on your own



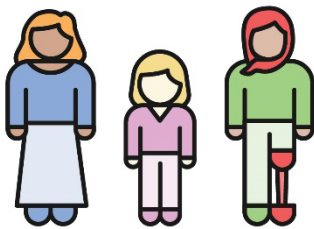
- with other people.

Principle 1 – Change ideas about what a leader does



We want to change the ideas that a leader:

- tells people what to do
- controls everything.



A good leader understands how each person is different.



This includes differences in:

- backgrounds
- experiences
- thoughts, feelings and beliefs.



A good leader also understands how working with different people can make their team stronger.

Activity 1: Write about when you have been a leader



This activity will help you think about when you have been a leader.



Write down your answer to as many of these sentences as you can on another page.



For example, you might write:

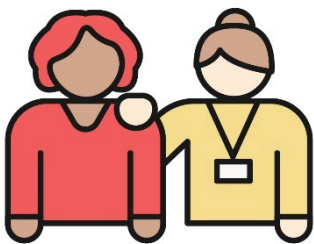
'I am a leader when I teach people about how to use their strengths.'



I am a leader when I teach people about...



I am a leader when I challenge ideas about...



I am a leader when I support others by...



I am a leader when I celebrate achievements by...



I am a leader when I share...



I am a leader when I speak up for others about...



I am a leader when I tell people about...



I am a leader because I am good at...



I am a leader because my strength is...

Activity 2: Learn about your skills



This activity will help you learn about your skills as a leader.

You can find a list of skills you can build to be a good leader on page 9.



Find the skills you have used before and write down an example of when you used them.



It's ok if you don't have an example for every skill.



This will help you know which skills you can build.

Principle 2 – Value differences and experiences



When you **value** something, you believe it's important.



A good leader values the ways people are different.



This includes the different experiences people have in their lives.

Activity 1: Share your life story

This activity will help you learn more about:



- you



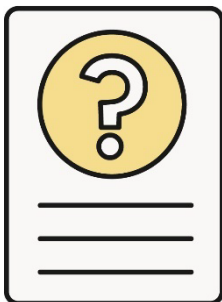
- other people.

You can tell your story any way you would like.

For example, you might:



- write a short story
- create a picture by drawing or using photos
- make a short video.



We wrote some questions below to guide your story.



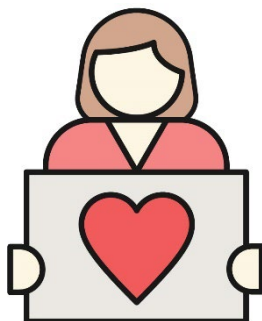
What are the good things that have happened in your life?



What are the difficult things that have happened in your life?



Who are the important people in your life?
Why are they important?

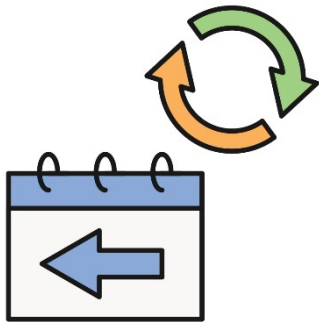


What do you love?
How has this love changed your life?

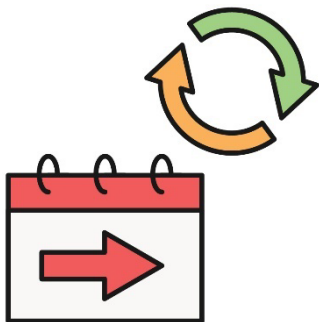


What are the best things you have achieved?

What are you most proud of?



How is your life now different from your life before?



How will your life be different in the future?

How will you make this happen?

Principle 3 – Nothing about us without us



A good leader supports and encourages everyone to have their say on decisions that affect them.

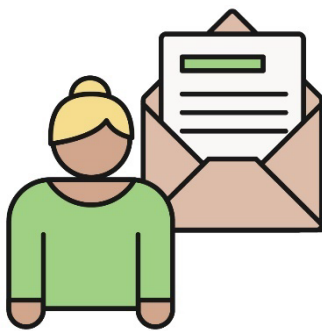


This includes people who use support for making decisions.

Activity 1 – Write a letter to yourself



This activity will help you think about how you can have a say on decisions that affect you.

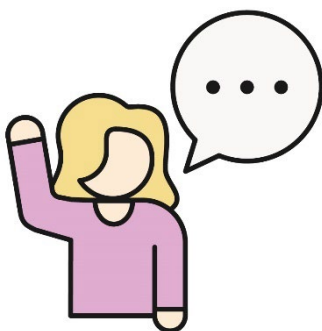


You can write a letter to yourself about how you can have your say in your community.

You can:



- read this letter in 1 year



- think about how you had your say on decisions that affected you.

Activity 2 – How you have supported inclusion



Inclusion means everyone:

- is included
- can take part in our community.



Everyone has the right to be included in their community.

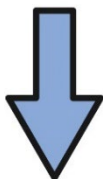


Think about ways you have supported people in your community to feel included.

This includes ways you have supported inclusion for yourself.



Write these down.



We have shared some examples to get you started.



I have found ways to support inclusion for myself and other people.



I have told people in a clear way how I need their support.



I have connected with other people to learn about their ideas and opinions.

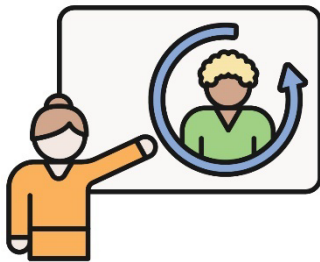


I have taken part in a community group to:

- share my ideas
- listen to other people's ideas.



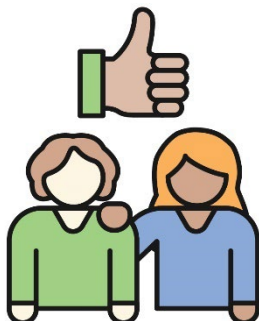
I have told organisations how they can better support inclusion.



I have taken part in events that encourage people to think about inclusion for people with disability.



I have shared my experience with disability to help other people understand how they can support inclusion.



I have been a good example of supporting inclusion for other people to follow.

Principle 4 – Encourage and support people



A good leader can see the strengths people have now.



They can also see the strengths people could build with the right training and support.

A good leader helps people learn to:



- see other people's strengths



- work together to use different strengths.

Activity 1 – Learn about people’s strengths

This activity will teach you how to:



- see your own strengths



- see other people’s strengths.



Think about someone who is strong.



Then write down why you think they are a strong person.



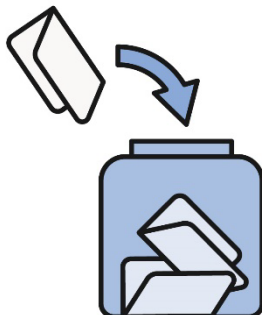
You can also think about if you share any strengths with this person.



If you are doing this activity in a team, you can ask each person to share a story about when they felt strong.



After someone has shared their story, everyone else can write down what they think the person's strengths are.



Then they can fold their piece of paper and put it in the person's jar.

At the end of this activity, everyone will have pieces of paper from others in their jars.

Activity 2 – Create positive statements



This activity will teach you how to think positively about yourself.



You can start by talking to your team about their:

- helpful thoughts
- unhelpful thoughts.



Then each person in your team can write down something good about their thoughts.



For example:

'I can achieve this goal because I have achieved other goals, like finishing school and supporting my friends.'



At the end of the activity, everyone should have lots of good things they have written about each other.

Principle 5 – Care for yourself and your community



A good leader takes care of their health and safety.

You can't help other people if you aren't healthy and safe.



When you take care of yourself, you show other people that they can do it too.



A good leader also makes sure other people are safe.



This includes being safe online.

Activity 1 – Set boundaries



This activity will help you to set **boundaries**.

Boundaries are rules we set for:

- ourselves
- how we want other people to treat us.



Boundaries help you:

- put your needs first
- teach other people how respect your needs.



For example, you could tell your family that you need time to rest after work before you do chores.

Write down:



- what you need



- what your boundary is to support that need



- how you will ask for that boundary.

Activity 2 – Care for yourself



This activity will help you think about what you could do to take care of yourself.

For example, you could:



- talk to a friend on the phone



- draw or paint



- exercise



- go on a holiday.

Write down how you can care for:



- your mind and body



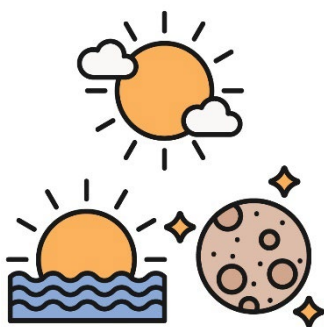
- the people you care about,
like your friends and family



- your community.



Make a plan for what you will do to care for yourself each day of the week.



For example, one activity you could do every:

- morning
- afternoon
- evening.

Support for you

Mentors



A **mentor** is someone who guides and teaches people how to do a job well.

As a leader, you can:



- get support from a mentor



- support others by being a mentor.

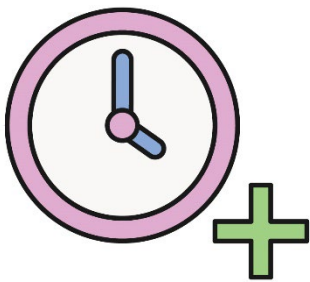


When you mentor someone, remember to focus on their strengths.

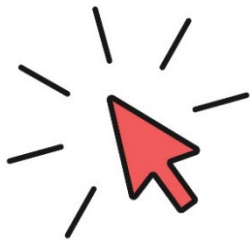
Don't focus on what they can't do.



You should also make sure you support someone in a way that meets their needs.



For example, give them extra time to finish tasks if they need it.



You can find support on how to mentor people with disability on the People with Disability Australia website.

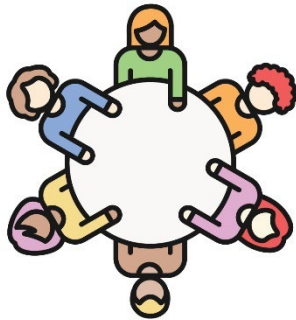
www.pwd.org.au/projects/advancing-women-project/

Support groups

You can find support through:



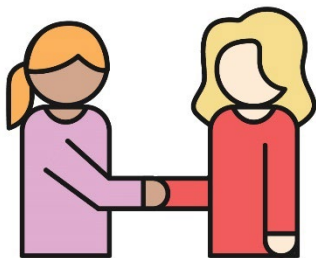
- groups that speak up for people with disability



- **peer support** groups.

Peer support is when people use their shared experiences to:

- feel connected
- help each other.



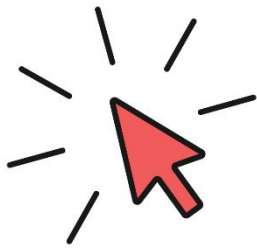
Taking part in these groups can help you to meet new people.



We run peer support groups.

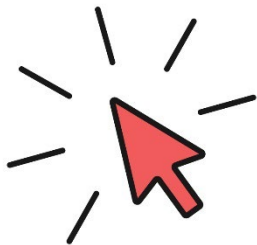
You can find out more information on our Facebook page.

www.facebook.com/groups/WWDACommunity/



You can also learn about how to create a peer support group on the Limbs 4 Life website.

www.limbs4life.org.au/peer-support



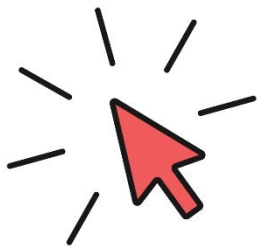
You can find a list of groups that speak up for people with disability on the Voices Together website.

www.voicestogether.com.au/

Other supports



We explain some important support services on the following pages.



We also have a list of helplines on our website.

www.neve-plainenglish.wwda.org.au/level-4-page/helpline-directory

Lifeline



Lifeline is a service for people at risk of suicide.

This is when someone ends their own life.



You can call Lifeline any time.

13 11 14

1800RESPECT



1800RESPECT can provide support for people experiencing **domestic and family violence**.

Domestic and family violence is when someone close to you hurts you, such as:



- your partner, like your boyfriend or girlfriend
- a member of your family
- someone who takes care of you
- someone you live with.



You can call them.

1800 737 732

QLife



QLife supports **LGBTQIA+** people and their families.



The letters LGBTQIA stand for lesbian, gay, bisexual, transgender, queer or questioning, intersex and asexual.

The '+' is for people who are part of the LGBTQIA+ community but do not talk about themselves using a word from this list.



You can call them between 3:00 pm and 10:30 pm.

1800 184 527

13YARN



13YARN supports Aboriginal and Torres Strait Islander peoples.

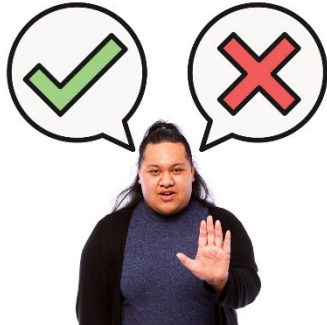


You can call them.

13 92 76

Word list

This list explains what the **bold** words in this toolkit mean.



Boundaries

Boundaries are rules we set for:

- ourselves
- how we want other people to treat us.



Confident

When you are confident, you:

- believe in yourself
- know what you can do
- can try new things.

Domestic and family violence

Domestic and family violence is when someone close to you hurts you, such as:



- your partner, like your boyfriend or girlfriend
- a member of your family
- someone who takes care of you
- someone you live with.



Gender diverse

A gender diverse person is someone who feels like they don't fit the idea of being a man or a woman.



Inclusion

Inclusion means everyone:

- is included
- can take part in our community.

LGBTQIA+



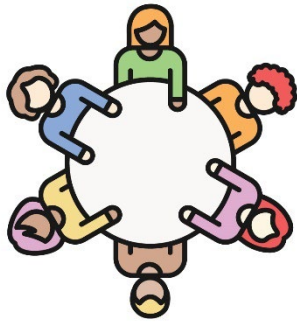
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Mentor

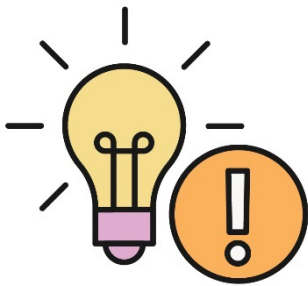
A mentor is someone who guides and teaches people how to do a job well.



Peer support

Peer support is when people use their shared experiences to:

- feel connected
- help each other.



Principles

Principles are important ideas we should always think about.



Rights

Rights are rules about how people must treat you:

- fairly
- equally.



Value

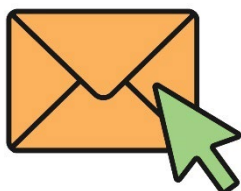
When you value something, you believe it's important.

Contact us



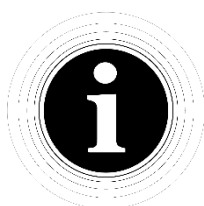
You can call us.

0438 535 123



You can send us an email.

officeadmin@wwda.org.au



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Quote job number 5806.