



# Leadership from the Registrar's Office

*Making Things Happen for You,  
Instead of Letting Things Happen to You!*

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# What this session will not do!

- It is not a how-to. Do not take notes so that you can report back to your boss
- It is not a motivational speech
- It will not be an esoteric dissertation on the vagaries of leadership qualities



# What the session will do.

- It will allow us to discuss some key elements of leading that will help you in your position



# Our Role as Registrar

- What do you do at work every day?
- What is expected of your operation from the college or university?
- What skills do you employ to accomplish your responsibilities?
- Is “leading” critical for your situation?



# The Importance of Leadership

- Strengthens the resolve of your staff
- Garner support for your operation from other departments and programs
- Extends the goals of the entire organization
- Increases your personal satisfaction with work



# What makes a Leader?

- Ideas
- Influence
- Listening
- Understanding



# Understanding our Work Environment

- How do things work on your campus or in your system?
- Formal and informal power
- Organization size and scope



# Building Relationships

- Do I need to manage my relationships?
- How do I develop a rapport with people with divergent interests?
- Professional vs. Personal relationships





# Developing Vision (Proactive Planning)

- Getting an idea
- Identifying key players
- Influencing decisions
- Implementing plans



# Projecting Confidence Up and Down the Hierarchy

- This is great I'm an important part of what happens here!
- This sucks because I was told this is the way it is.



# Specific Applications

- How to put leadership to work



More wisdom... or just some  
pop psychology

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