

Bringing Out the Leader in You
Agenda
Revised: 01/27/04

The facilitator's role at this training is to encourage highly interactive communication, keep the group on track, ensure the objectives of the training are accomplished and capture any action items for future sessions.

Introduction of course and trainers

Team A

Ice Breaker

Definition of Leadership

What are the traits and characteristics that ensure effective leadership?

- Share Research findings for "Definition of Leadership"
 - Book "**Leaders Window**" describes 4 Leadership Styles: by: John Beck and Neil Yeager
 - **Frontline Leadership by Zenger Miller:**
 - **The 7 Habits of Highly Effective People By: Stephen Covey**
 - Practice the 7 Habits.
 - Learn a principle-centered approach to prioritization and time management.
 - Discuss "de-conditioning" ourselves...
- Share Research findings and demonstrate through suggested activities

What are the Desired Behaviors for our Leaders?

(discussion points to share with the group)

Leadership Behaviors _____

Self Assessment and/or Leadership Questioner – Self Discovery _____

Discuss Circle of Influence and Circle of Control _____

Basics of Leadership _____

- Communication Skills
 - Getting Good Information from Others - Discuss the value of good information in making better decisions.
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LUNCH ---- Skit "YES WE CAN"

Team B

Ice Breaker

- Interpersonal Skills: -
 - offer the foundation of interpersonal skills needed to succeed in almost any aspect of leading others
 - Recognizing Positive Results - builds skills beyond giving basic feedback, by incorporating the motivating element of personal appreciation for a job well done.)
 - Team Building Skills –
Developing Team Performance:
 - Knowing how to organize and run teams successfully to meet objectives. Covers fundamental principles of leading successful group efforts. Understands and utilizes the 5 Stages of a Team - forming, storming, norming, performing, adjourning
 - Building Trust
 - To help participants understand how trust can affect leadership and the ability to gain confidence in one self and in one's leader – known as empowerment
 - Define the components of Trustworthiness - Intent: to help participants understand that they have a responsibility to be trustworthy before they can be empowered.
 - Managing Change
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- **Leadership for Volunteers** _____
 - **Wrapup and Closing Comments**