

Unlock Your

LEADERSHIP

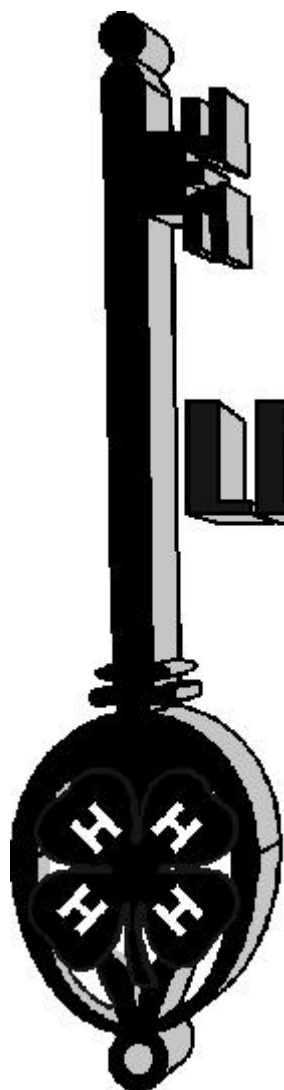
Potential

Leader's Guide

Florida 4-H Leadership Program

SHARING
OUR
WORLD





Unlock Your

LEADERSHIP

Potential

A Leadership Project Guide

**Produced by the Department of Family, Youth and Community Sciences,
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PREFACE

UNLOCK YOUR LEADERSHIP POTENTIAL

A Leadership Curriculum for 12-18 Year Olds

The new Florida 4-H Individual Development curriculum, SHARING OUR WORLD, recognizes leadership, citizenship, and communication as important skills in the development of young people and for their preparation for the working world. The 4-H Leadership program provides an opportunity for young people to practice a variety of life skills while learning subject-matter including communication, getting along with others, making decisions, understanding different teaching methods and learning styles, managing resources and people, and working with groups.

UNLOCK YOUR LEADERSHIP POTENTIAL is the 4-H Leadership Curriculum that is designed to help 12-18 year old youth learn and practice leadership skills. Additional curricula packages will be designed in other age ranges for sequential advancement in the leadership program. The Florida 4-H Leadership curriculum has eight major foci:

- ! What is Leadership?:** defining and understanding leadership.
- ! Understanding Self:** discovering personality traits and how they relate to leadership.
- ! Communication:** learning communication skills necessary for effective leadership.
- ! Getting Along With Others:** improving interpersonal relationships.
- ! Learning to Learn:** understanding different teaching methods and learning styles.
- ! Making Decisions:** learning effective decision making methods for individuals and groups.
- ! Managing:** knowing how to manage resources and people.
- ! Working With Groups:** practice working with others and leading a group.

Basic leadership knowledge and skills are essential for success in almost any field. Even though one may not be president of a club or the director of a project, skills associated with leadership are helpful, if not necessary, when working within a group. More and more often, employers look for leadership ability in the persons they hire. An investment in young people's knowledge and understanding of effective leadership is important; that is why leadership is a priority within the 4-H Individual Development curriculum. By assisting the development of leadership skills in today's youth, we are improving their ability to face the challenges of the future.

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A brief description of the eight **UNLOCK YOUR LEADERSHIP POTENTIAL** Lessons:



LESSON 1 - WHAT IS LEADERSHIP?

Assisting youth in their understanding of leadership is the purpose of Lesson 1. Youth will create personal definitions of leadership in Activity 1 and explore characteristics of leaders in Activity 2. Comparing and discussing perceptions of leadership is the objective of Activity 3, while Activity 4 enables youth to identify their own personal leadership style.



LESSON 2 - UNDERSTANDING SELF

Before we can be effective leaders, we must first understand our personality traits and how those affect our leadership abilities. When we know ourselves, we can maximize our positive traits while working to improve our weaker areas, which helps us to achieve our leadership potential. Activities 1-4 assist youth in identifying their personality traits and determining their personality style. Creating an awareness of self esteem and building confidence are the objectives of Activities 5-8. Activities 9-11 concentrate on individual values and how they affect the decisions we make and our actions in different situations.



LESSON 3 - COMMUNICATION

Public speaking isn't the only type of communication leaders use! The purpose of this Lesson is to improve the leader's communication competency in all areas. Activities 1 and 3-5 teach youth the importance of nonverbal cues (facial expressions, hand movements, and eye contact) in communication. Listening is the focus of Activities 2, 6, and 9, while improving interpersonal communication and relationships is discussed in Activity 8. Leading group discussions is practiced in Activity 7, and Activities 10-13 concentrate on public speaking training and tips. Youth can sharpen their interview skills in Activity 14, while different types of mass communication skills (advertising, creating public service announcements, and reporting) are taught in Activities 15-17.



LESSON 4 - GETTING ALONG WITH OTHERS

Improving interpersonal relations is the focus of Lesson 4. Activities 1-4 teach youth the importance of belonging to a group and affirming others. Discussing diversity and the effect of stereotypes is the purpose of Activities 5-7. Because of different backgrounds and values, conflict is almost inevitable when working with others. Activities 8 and 9 discuss the nature of interpersonal conflict, while Activities 10 and 11 teach effective communication techniques for those involved in conflict situations. Activities 12-15 allow youth to role play and discuss conflict situations and methods of resolution.



LESSON 5 - LEARNING TO LEARN

Leadership often requires teaching and learning from others, and there are many different ways in which we can do this. Different learning styles and teaching methods are discussed in Activities 1-4. Activity 5 allows youth to compare the use of different resources in finding information, while Activities 6-8 explore different ways of retrieving information from others in formal situations such as meetings, interviews, and speeches. Giving clear directions, following instructions, and learning by doing (such as in demonstrations) are covered in Activities 9-11. Problem solving as a method of learning is used in Activities 12-14, and the sandwich technique of constructive criticism is taught in Activity 15.



LESSON 6 - MAKING DECISIONS

Effective leadership requires the ability to make sound decisions, individually and in groups. Often our values play an important role in the decisions we make. Activities 1 and 4 allow youth to examine their personal values while making decisions, while ethics in leadership and decision making are the central ideas in Activities 2 and 3. Activities 5 and 6 require youth to defend decisions made based on their personal value systems. As an introduction to the remainder of the Lesson, different group decision making methods are taught in Activity 7, and the democratic form of decision making (voting) is explored in Activity 8. Youth will practice achieving consensus in Activities 10-14.



LESSON 7 - MANAGING

Leaders must be able to manage resources, including people! Activity 1 teaches youth how to recognize available resources. Time management is discussed in Activities 2-4, while stress awareness is the focus of Activity 5. Activities 7 and 8 discuss delegating responsibility, and goal setting is taught in Activity 8. Youth are able to practice financial management in Activities 9 and 10. Lastly, learning how to run productive meetings and Parliamentary Procedure are the themes of Activities 11-14.



LESSON 8 - WORKING WITH GROUPS

Without a group, how can one be a leader? Lesson 8 focuses on effective methods for working with groups. Motivating self and others are the themes of Activities 1-3, while individuals' roles within groups are explored in Activities 7 and 16. The concept of team work is introduced in Activities 4-6, and the importance of trust in establishing a positive group environment is examined in Activities 8-10. The effects of competition, gender, and communication on group climate are determined in Activities 11-15.