

Be a Facilitative Leader:

Invite in everyone's voice to build strong teams and promote leadership so that a decision or project is created collectively. This engages everyone and creates ownership over a solution or strategy. It also allows everyone to build team member skills such as sharing ideas or critical thinking as they work together to make decisions, find solutions and make things happen.



SPEAK UP:

Guide group, get input & practice skills

- Ask open ended Questions
- Encourage others
- Actively Listen
- Give and receive feedback
- Paraphrase what is said
- Create Pairs or small groups to include all voices and support group in practicing skills

STAND UP:

Model & Build Confidence

- Be Self Aware
- Take risks
- Make eye Contact
- Have Presence
- Put ideas out there
- Be Open Minded

TEAM UP:

Lead group in making plans & decisions:

- Lead Project Planning
- Guide Decision Making
- Facilitate Check ins
- Prepare a team presentation

1ST!
Create a Safe
space and
Build
Relationships

To Create Pairs or Small Groups:

- ① Find Someone Who...
- ② Got your Number
- ③ Stand Up/Hand Up
- ④ Back to Back
- ⑤ Elbow partner
- ⑥ Number off
- ⑦ Give symbol/picture/sticker
- ⑧ Do Dance or animal sound

To Share out ideas in full groups:

- ① Toss Across
- ② Pairs Compare
- ③ Popcorn
- ④ Go Around
- ⑤ Gallery Walk

Leadership Roles for Planning

- ① Facilitator
- ② Charter
- ③ Timekeeper
- ④ Recorder
- ⑤ Group Participant
- ⑥ Reporter



Four Stages of Leadership

These four stages show the stepping-stones of increased influence, power and responsibility. When intentionally supported to move through each stage, the process is transformational in supporting individuals to make positive decisions and to assume responsibility for their actions.

Stage 1: Personal Responsibility:

- When a person acts professionally, comes prepared and follows through on commitments, they show they are personally responsible. This includes making decisions for one's self and showing good judgment. *Do you come to work prepared to do your best work? Are you responsible for the commitments you have made?*

Stage 2: Emerging Leader:

- An Emerging Leader is pro-active and takes on increasing levels of responsibility such as assisting others, helping out without being asked, volunteering to support a project or being a positive influence on others. *Can you be responsible for supporting a project or helping a group achieve a goal? Are you looking out for the needs of others and offering strategies and solutions that support the team or group?*

Stage 3: Intentional Leader:

- An Intentional Leader acquires the ability to lead or influence the decision making of a large group, such as their team, their entire site or community. They look out for everyone's needs and create structures that balance support and accountability for the team. *Do you take charge, show initiative and set direction for those you took responsibility for leading? Do you encourage input, dialogue and accountability?*

Stage 4: Mentoring Leader:

- When a person is capable of building the capacity of their peers to be leaders they are mentoring leaders. A leader at this level is generous in sharing their experience and strategies to support others growth in the field. This person creates opportunities for others to step up and take risks while offering guidance. *Do you support others coming behind you to step where you stepped? Are you consciously sharing power and building the skills of others?*

YOUTH LEADERSHIP IDEAS

ACTIVITY IDEA: Students Co-lead an activity or club

Why?? 1) To build interest and ownership in the program 2) To build skills 3) To promote responsibility and buy in

Steps for Success:

1. Choose several students who are ready to be challenged to take on some responsibility
2. Discuss their interests & talents and what activities or clubs they could lead.
3. Prep and rehearse with them before starting, delegating tasks they will be successful at and enjoy.
4. During the club or activity, step back so they can lead, offering support when needed.
5. Make sure to help manage the classroom dynamic to ensure their success.
6. Afterwards, debrief with students to acknowledge a job well done. And tell their parents!

ACTIVITY IDEA: Decorate the bulletin board or program space

Why?? 1) To promote buy in and ownership of the space 2) to share responsibility and build community NOTE: Each group might take turns decorating the space (monthly), showcase the students work or highlight an event.

Steps for Success:

1. During a class meeting, brainstorm and decide on a theme for that month or select students' work or projects they would like to showcase.
2. Divide students into groups and delegate tasks to complete the project. Possible items to put up: site birthdays, students of the month w/biographies, current events, current newsletter/calendar, perfect attendance, pictures from a site event
3. Allow time every week to work on their tasks, give them support and encouragement, and review the work together to make sure it is top quality by asking them if it looks the best it possibly can look. Guide them in hanging their work.
5. Invite students to present or share what they have accomplished to the full group.

ACTIVITY IDEA: Plan an event such as a family night or open house

Why?? 1) To build planning and leadership skills 2) To promote program visibility 3) To build community and have fun

Steps for Success

1. During a class meeting, have students brainstorm and decide on what event they would like to put on (ex: site rally, family night, carnival/game day, canned food drive, dance) Discuss the purpose of the event: raise money? Celebrate? Connect with families? Help another group or cause?
2. Think through the steps that need to be completed and brainstorm a list of supplies, tasks, advertising strategies, job duties etc.
3. Divide students up into groups, giving them each a topic/task to work on. Check in daily with students to review the step they are focused on and offer support as needed. Consider doing a group check in at the beginning of the session.
5. Day of event: have jobs delegated with clear expectations and preparation. Check in regularly with students to make sure they are successful, can problem solve in the moment and are having fun.
6. Debrief at the next class meeting: What went well? What would you do differently next time?

ACTIVITY IDEA: Students take on class roles

Why?? 1) To teach responsibility and job skills 2) To help with keeping group policies and projects on track

Steps for Success

1) Have students brainstorm a job or class role they think would be a good idea such as Assistant Site Coordinator. Create a description for each role so the responsibilities are clear. Have them create names for each role and a badge, vest or way to show when that person is in this responsible role.

2) Have the class debate and decide on a rotation system and how to give feedback to the person holding the jobs or roles.

Rotation examples: 1) Select a job & rotate with others who have chosen that job

2) Do a whole class rotation 3) Students fill out job applications and are chosen through a selection process or 4) Jobs are assigned based on behavior

ACTIVITY IDEA: Incentives and rewards for positive behavior

Why?? 1) To reinforce positive peer pressure 2) To develop a student's concept of fairness & justice. 3) To increase youth participation.

Steps for Success

1) During a class meeting discuss what motivates students to be a positive and supportive group member. Brainstorm a list of incentives to recognize when individuals or the group are at their best.

2) Inform students or create a list as a group of the specific behaviors & character traits to be rewarded by an incentive system.

3) Nominate a couple of students who will help "catch" students doing something right. (This could be part of your student jobs)

4) Train your group to get to the point that the students themselves can run your incentive system during class meetings and give each other positive feedback.

ACTIVITY IDEA: Student Involvement in Creating A Site Newsletter

Why?? 1) To increase youth participation 2) To build skills 3) To spice up Site Newsletters 4) To encourage youth buy in

Steps for Success

1) Create an application if you would like to model the process of being hired on as a job. This could also be one of your clubs or a special assignment.

2) Youth meet to determine what part of the Newsletter they are interested in writing or producing: they could do an interview, review a movie, book or game; submit a photo or art; write about a recent event.

3) Work with students to settle on a realistic assignment for the Newsletter and think through the steps for completing their responsibility.

4) Youth will work on newsletter every few days and progress will be checked by staff to offer suggestions and check they are working through the steps.

5) After newsletter is complete; students can share and post online or at school site

6) Debrief with group: What went well? What can we do differently next time? What ideas do you have for the next newsletter?

Created with Sacramento START Site Coordinators, 2011

GET IT DONE!

Project Planning Worksheet

EVENT/PROJECT:

Who is this for?	# of People:	
Date:	Time:	
Supplies & Resources we have:	Supplies & Resources we need:	
Steps:	Point Person:	Get Done by:
1.		
2.		
3.		
4.		
5.		
6.		

DON'T FORGET: