

PERSONAL LEADERSHIP

Objectives:

After this lesson, the students:

- Know what personal leadership means

Lesson Outline (1 hour sample lesson plan)

Use this outline as an example of a good and complete learning process which includes: new knowledge, skill building and changing attitudes.

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| 0.00 – 0.05 Introduction: | Introduce the topic, by making a link to existing knowledge and make it real – connect to real life. |
| 0.05 – 0.15 Warm up: | Get the energy going with an interactive exercise. This should create a good atmosphere and make sure everyone feels at ease. |
| 0.15 – 0.30 Information: | Share the information with the students. The information should be presented clearly without difficult terms. Make sure to keep it factual and present without judgment. |
| 0.30 – 0.40 Discuss: | Give students time to reflect on the information and form their own opinions. |
| 0.40 – 0.55 Practice: | Let students practice the skills they need to use the new information in their own lives. |
| 0.55 – 1.00 Take action: | Come up with a plan on what the students can do in their own time to use the new information. |

Introduction

Start by introducing the topic. When you introduce new information it is important to link it to existing knowledge the students already have. This can be done by:

- Referring to previous lessons when this topic builds on what was discussed in those lessons.
- Introducing the lesson by asking the opinion of the students. What do you think does personal leadership mean? How could it be different from leadership?
- Using the videos that are on the platform. Share a story from one of the videos and ask the students to some reflective questions like: do you recognise this situation, can you relate to the person in the story?
- Using the quote to start the lesson and ask the students what they feel it means and if they agree.

Quote: "Personal leadership is the desire of an individual to take charge of his or her own life." – Greg Thomas

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Warm-up

A warm-up is important to introduce students to a certain topic and make them feel comfortable with each other and the topic they are going to discuss. For this warm-up activity you can discuss what personal leadership means and ask students what they think about it.

Information

Share the information from the platform with the students.

- *If they have access to the platform you can ask them to read it on their own.*
- *You can create a Power point presentation where you create slides with images and the most important information*
- *You can present the information to the whole group. Use keywords for yourself and if possible also write the keywords on a board as reminders for the listeners.*
- *You could make handouts with the key information.*

Make sure that you take enough time to present everything clearly and that you build in moments where the students can reflect on the information and ask questions. The information has already been written in paragraphs – after each paragraph you can ask a reflective question.

You can use these questions to engage the group:

- *What do you think happens when youth are confident and develop personal leadership?*
- *How could you stimulate personal leadership?*

As you see in the quote, personal leadership is about taking charge of your own life and responsibilities. A great leader, has first managed to be a leader in his own life, before leading and inspiring others.

An easy way to take life in your own hands, is by setting goals you wish to attain. Do you know what you want to achieve in 2 weeks, 2 months or even 2 years? When you learn to lead your own life, you will also be able to lead others in attaining their goals. But first some tips on how you can achieve yours!

Goals are things you want to do, either big, long-term things like graduate from university/start a family/become a carpenter/ start a business etc., or short-term goals like learn how to draw. Learning how to set goals, then work to achieve them, can help you feel better about yourself by giving a sense of pride and accomplishment.

Working towards your goals to achieve personal leadership;

- *Take some time to clearly define what you want and if you can pursue it realistically.*
- *Thinks about your long-term goals and short-term goals.*
- *Make your goals SMART*
 - *Specific* – know exactly what you want to achieve.
 - *Measurable* – a goal should have an end, so you can see when you're finished.

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- **Achievable** – some goals are out of reach, no matter how hard you try.
- **Relevant** – Ask yourself if this topic matters and if you should work on it in this context.
- **Time bound** – give yourself a time-frame to finish.

To achieve your goal you can develop an action plan. There are four critical steps to develop an action plan.

1. Identify a goal for your life
2. Prepare some activities you will do to reach your goal and commit to tackle all obstacles with the purpose of successfully reaching the goal
3. Smoothly implement the action plan
4. Monitor and evaluate the implementation of that action plan.

Take your responsibilities and know what you want to do with your life. Then you can truly call yourself a personal leader. This is the basis to become a great leader!

Discuss

Allow some time to reflect on the information and to form their own opinion. This is important because it helps the students to process the information by reflecting on how this information is related to their own situation. You can use the following activities:

- You can facilitate a discussion by using the reflective questions. Or use the story as a starting point for a debate.
 - Do you feel you have a sense of personal leadership? Why (not)?
 - How can others help you in finding the leader in you?
- Use the story as a starting point for the students to come up with their own story based on their realities. This can be in the form of a roleplay, comic, story etc.

Story:

Look at Patrice's story online!

<https://www.youtube.com/watch?v=Csy3L7c6KkA&feature=youtu.be>

- Use the exercise on the platform to help students make their goals in life SMART. Read out the assignments and ask the students to write down their answers on a piece of paper.

Quiz

This game is a fill-out question where students have to write text into 6 text boxes. At the end they see the overview of what they have filled out into the 6 text boxes.

We are going to make your personal goal **SMART** in this game!

1. What is your personal goal you want to achieve within 3 years?
2. Write in this text box how you make your goal SPECIFIC

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3. Write in this text box how you make your goal **MEASURABLE**
4. Write in this text box how you make your goal **ACHIEVABLE**
5. Write in this text box why your goal is **RELEVANT**
6. Write in this text box how you make your goal **TIME BOUND**

Feedback: Thanks for playing this game! Your SMART goal is looking good!

Tip: Remember your answers or write them down, to really start working towards this personal goal!

Practice

Use the outcomes from the discussion to ask the students come up with a plan on how to do something in their own community, peer group or family.

Since such an activity requires skills, make sure you practice these first. Some of the skills you could practice for this lesson are:

Self-improvement

Self-improvement is a path of lifelong learning. There are always new things you want to learn or be able to do. Being open to self-improvement is an important skill for a leader.

Practice your self-improvement skill by reading the skills below and then downloading the worksheet to see what skills you can improve!

Think about your strengths and qualities, to see where you are already good at. It is also important to identify your weaknesses to understand what you could improve or where you need help from others.. Only when you know what to improve, will you be able to work on it. This way, you can also set goals for yourself to get better in certain things.

- **Honesty**
Tell the truth to people, they will trust you more.
- **Delegating**
Assign tasks to others to complete if you think other could help you do it.
- **Communication**
Speak and/or write well and make your ideas clear to others.
- **Public speaking**
Being a good speaker is important to convince others of your ideas.
- **Presenting**
Make sure you can explain your ideas to other people in a clear way.
- **Sense of humour**
Laugh with jokes, don't take everything too seriously.
- **Confidence**
Believe in and feel good about yourself.
- **Intuition**
Trust your gut feeling!
- **Open**
Be clear about your ideas, goals and agenda.
- **Commitment**
Show that you care and find a goal to reach important.
- **Inspiring**
Show that you can inspire other people to come up with new ideas.
- **Problem solving**
Come up with good ideas to solve a problem.
- **Self-awareness**
Know yourself, your strengths

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- **Motivator**
Help keep others' spirits up and encourage them to do their best.
- **Positive attitude**
Make sure you enjoy what you are doing and affront things to do in a positive manner.
- **Creativity**
Use your imagination to think out of the box, come up with new ideas.
- **Teamwork**
Make sure you can work well in a team and divide roles and responsibilities.
- **Self-improvement**
Always try to get better at what you are doing.
- **Courage**
Don't be afraid to do something bold or try something new.
- *and weaknesses to improve.*
- **Relationship building**
Have good contacts with people around you.
- **Flexible**
Learn a new task and/or work in a different area with different people. Be flexible about your tasks and open to learn and do new things.
- **Computer skills**
Working with a computer is always helpful to communicate, present.
- **Assertive**
Be clear about what you want and what you don't want. Don't let people walk over you.
- **Integrity**
Be honest about what you want and need at work.
- **Analysing issues**
Break a problem down to see what is really going on and fully understand the problem.
- **Strategic**
Think about the best possible way to reach your goal.
- **Friendly**
Be friendly to your clients or the people you are working with.
- **Planning**
Arrange your schedule, your work/plan events/put things in order so that they run smoothly.
- **Persuasion**
Convince others of your ideas, goals, motivations...
- **Care for others**
Show that you think the ideas of others are important, and that you want to help people reach their goals.

Source: http://www.ceswoodstock.org/job_search/resumeskillstransf.shtml

Take action

Wrap up today's lesson by asking what the students have learnt, liked, found difficult etc.

Give an assignment to put the new knowledge and skills into action:

- Make a list of skills you have which contribute to your personal leadership. Next to each skill, write down how you can develop that skill even more, or teach it to others!