

HOW TO USE THIS GUIDE

This curriculum guidebook is structured around five goal areas: **Communication, Group Process, Leadership Skills, Self-Awareness and Human Relations**. Each section contains multiple lessons directed at reaching objectives within that goal area. Some lessons provide a broad overview of concepts, while others tightly focus on a single skill that student leaders can apply to their interactions at school and in the community. Both kinds of lessons are necessary to develop competent student leaders.

Getting Started will help an instructor define the structure, purpose and philosophy for the Leadership Class they are preparing to teach. With that as a launching point the lessons in this guide can be used in any order as they fit the scope and sequence for your program. One week you might select lessons that lead to direct skills needed for an upcoming project. At another time an appropriate lesson might address an issue that is creating a negative undercurrent at school. Each lesson is designed to stand alone or to be combined with others to form a unit of instruction.

Lessons in the **Communication** section are designed to provide a baseline for listening and learning. They include broad conceptual lessons on topics such as group discussion, presentations, advertising, non-verbal communication and cybercivility. They also include lessons on specific skills, such as microphone use, writing news releases, active listening and making introductions.

Lessons in the **Group Process** section are designed for understanding group behavior and building a team. They include broad conceptual lessons on topics such as decision making strategies, leadership styles

and group roles, teambuilding, goal setting, creative problem solving and evaluation. They also include lessons on specific skills, such as 1-3-6ing, conflict resolution and developing mission statements.

Lessons in the **Leadership Skills** section are designed to help in planning and organizing as you launch into a project. They include broad conceptual lessons on topics such as project planning, levels of empowerment, effective meetings, personal time management and officer responsibility. They also include lessons on specific skills, such as creating an evaluation rubric, project planning trees, parliamentary procedure and delegation.

Lessons in the **Self-Awareness** section are design to enable student leaders to reflect on individual leadership growth. They include broad conceptual lessons on topics such as authentic expression, assertiveness, stress and prioritization. They also include lessons on specific skills, such as giving and receiving feedback, developing values statements and resiliency techniques.

Lessons in the **Human Relations** section explore issues that impact school culture. They include broad conceptual lessons on topics such as school climate, appropriate humor, positive feedback and thanks, sportsmanship, cultural differences and acceptance. They also include lessons on specific skills, such as empathy mapping, bullying intervention and standing up to toxic humor.

This curriculum guide concludes with several **Organizational Tools and Assessments** that can be used as is, or tailored for your specific class format and school environment.