

QUALITIES OF A LEADER

Objectives:

After this lesson, the students:

- What the qualities of a leader are
- Can recognize their own qualities

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.

- 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. For example the information on personal leadership; how can you connect the qualities?
- Introducing the lesson by asking the opinion of the students. What are inspiring qualities of a leader? Do all leaders have the same qualities?
- 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: "Leadership is influence" - Maxwell

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Warm-up

Goal: Students discover their personal qualities.

- Step 1.** Make students stand in a circle.
- Step 2.** Let them throw a ball at each other. Every time they receive the ball, they have to say one positive quality they have
- Step 3.** Do this until everyone said his or her quality

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:

- Do all young people have leadership qualities?
- Where do you learn leadership qualities?
- What are the most inspiring qualities of leaders?

There are many different kinds of leaders, therefore there are no 'set' qualities that have to be present in all leaders. Rather an effective leader draws from a range of personal qualities to help them deal with different circumstances and challenges.

Part of growing strong as a leader is through expanding our personal qualities. When we are not strong in a particular qualities it is also wise to see the contributions of others who are strong in that quality. This makes for a complementary team. The well-organised person can help to complement the creative person, and the person with the sense of humour can complement the serious minded person.

- **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.

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- **Public speaking**
Being a good speaker is important to convince others of your ideas.
- **Confidence**
Believe in and feel good about yourself.
- **Commitment**
Show that you care and find a goal to reach important.
- **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.
- **Presenting**
Make sure you can explain your ideas to other people in a clear way.
- **Intuition**
Trust your gut feeling!
- **Inspiring**
Show that you can inspire other people to come up with new ideas.
- **Self-awareness**
Know yourself, your strengths 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.
- **Sense of humour**
Laugh with jokes, don't take everything too seriously.
- **Open**
Be clear about your ideas, goals and agenda.
- **Problem solving**
Come up with good ideas to solve a problem.
- **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.

Qualities of successful leaders are...

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

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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.
 - What are your qualities as a leader?
 - What skills would you like to have to develop your leadership?
- 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.
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- Use the quiz on the platform to reflect on the risks of sexual behavior. Read out the statements and ask the group if they think it is small or big risk, or if it is safe. Make sure you provide the correct answer without judging those who gave a wrong answer.

Quiz

Which skill belongs to the statement? The game on the platform asks the students to choose which quality is represented. The feedback pops up only after they indicated the right question.

- I tell the truth to people, so they would trust me more.
Honesty – public speaking – communication – presenting
Feedback: When you speak the truth to people, you use your skill to be honest.
- I assign tasks and responsibilities to other people, to help me reaching a goal.
Confidence – Commitment – Intuition – **Delegating**
Feedback: The skill to divide tasks and responsibilities to other people is called delegating.
- I think about the best possible way to reach the goals of my team.
Motivator – **Strategic** – Problem solving – Planning
Feedback: Being strategic means that you have a skill to think about the best and most effective/efficient way to reach your goals.
- I am not afraid to try something new or do something bold. I have guts!
Creativity – Inspiring – **Courage** – Self-improvement
Feedback: If you are not afraid to try something new and be bold, then you are courageous!
- I can adapt myself quickly to new tasks, people and circumstance.
Flexibility – Positive attitude – team work – self-awareness

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Feedback: People who can adapt themselves and change quickly to new tasks, people and situations are flexible.

- *I can convince others of my ideas, goals and motivations.
Sense of humour – **Persuasion** – Integrity – Open
Feedback: Persuasion means that you convince others of your ideals, values, goals, beliefs, etc.*
- *I do an effort to keep good contacts with the people around me and the people I work with
Relationship building – Friendly – Assertive – care for others
Feedback: If you work hard to keep good contacts with people around you, then you are good at relationship building!*

Tip: *Think about the qualities above you are already good at, and which you might need to work on.*

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:

Organizing

Having good organizing skills is important, not only to plan activities, but also to delegate tasks and plan who should take which responsibilities. Read the tips below to improve your organization skills;

- *Practicing your organization skills can be very easy and fun! For example, try to organize your coming week; who do you want to meet up with, do you need to go to work or school, do you want to plan a party or plan your sporting activity in your schedule? Plan your week and organize it by calling friends and asking if they are available,..*
- *Prioritize by making a list with the most important activities on top*
- *Keep an agenda in which you keep your daily schedule*
- *Delegate by giving some tasks and responsibilities to others*
- *Know your missions*
- *Think ahead*
- *Know your limits*
- *Have fun!*

*Another element of organization skills is managing a group of people. There are different ways to **manage a group**. You can do this by carefully planning activities or a schedule, or by listening to what your group needs.*

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An important element of managing a group is creating a good atmosphere. Only then will you have a positive workflow and reach your goals as a team. It is part of creating a safe environment for the people you are working with, to make them feel comfortable and at ease.

One way to do this is by doing icebreakers. Icebreakers are also called warm-ups and are types of games or fun activities to let people feel at ease. You often use them at the beginning of a working session to let people get to know each other or to introduce an activity. You can also use energizers in between activities, which are a bit more active and energize people!

Download the Icebreakers manual from Alliance here:

http://www.icaso.org/vaccines_toolkit/subpages/files/English/energiser_guide_eng.pdf

Public speaking

Public speaking is something that all of us have to do at a certain point, whether it is in a workshop, at school, at an event or at a community gathering. This is a very important life skill, because it is often through public speaking that one can share a message.

Practice your public speaking skills after you read the tips;

Before you really go public to practice, it is always good to practice with people you know and trust, and who can give you some valuable feedback. Make a speech about something which motivates you and bring it to your parents, a family member or a friend.

Here are some practical tips to prepare yourself for an occasion where you will have to speak in public;

- *Understand the audience for which you will be presenting*
- *Inform yourself well on the topic you want to speak about*
- *Make sure you know exactly which key message you want to spread and what the result of your speech should be. What do you want to happen after you speak?*
- *Write down your presentation. This helps you think about all things you want to say. Don't read your script out loud during your presentation, instead you can use some key points*
- *Practice, practice, practice! Even try it in front of the mirror or with a friend who might give you some helpful feedback.*
- *Relax*
- *Know how much time you have for your speech*
- *Keep it natural, be yourself and don't try to be someone else*
- *Always look at the audience, try to make eye contact*
- *Allow for questions*

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:

- *Identify the qualities you already have, but more importantly the qualities you think you are still missing to become a leader. Write them down and write a plan on how you could train them.*

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