

Youth Leadership Development Programme 2007
Module 1
Introduction, Leadership and Presentation skills
24 – 25. February 2007, FES Forum

Module Objectives:

- Participants get to reflect on leadership values
- They get to know the type and styles of leadership they possess
- Individuals are able to reflect on “leadership ethics” and their own ambitions
- Effective communication reaches (and aims at reaching) the audience
- Be clear of what you want to achieve first. Only after that decide, what you would like to say

Time, from	Issue	Method	Equipment / Tools
09h00	Arrival	<ul style="list-style-type: none"> ▪ Welcome Poster ▪ Books and Material on Display ▪ Registration ▪ Everybody gets course file 	Poster NO Tables in the room Flipchart, Pin Boards ready, Files with notepad prepared for everyone, Books and copied material collated for display (request list compiled)
09h15	Warm-up	Welcoming – FES Country Representative, Hubert Schillinger Opening - NYC Secretary general, Agenda Immediate questions? Intro to the course Objectives Selection of participants Principles (flexibility, participatory, very demand driven, team – approach, extendable – dividable)	

09h45	Introductions of participants	Partner Interviews along guiding questions in groups of 2 (2x10 min) (Name, organisation, family, place of living, interests and hobbies, personal ambitions and vision, work experience, “my symbol”) Interviewer writes it down on A3 paper and writes Name Tags with symbol for interview partner	Name Tags Wall space Flip chart paper
10h15	Introduction to Programme	Introducing philosophy of the programme - HS Presenting a schedule for the modules – PB Presenting Social Project component – DN	
10h45	Short discussion	Pax may raise questions and observations	
11h00	BREAK	Tea / Coffee	
11h15	Expectations	<ol style="list-style-type: none"> 1. Individual work on cards: “This is what I expect and want out of this course” 10 min 2. Pinning of cards by everybody themselves 	Colour cards, pin boards, 30 markers
11h30	Comparing expectations and programme	<ul style="list-style-type: none"> • Reading through the expectations cards • Ok the easy ones • Discussing the difficult ones • Make or identify changes to the programme 	
12h00	Setting “course Rules and agreements”	Come to agreements (PARTICIPATORY) on at least: Time keeping Absenteeism and attendance Preparation / Homework Self-initiative	
13h00	BREAK	Lunch	
14h00	Participants input	What makes a good leader? – give examples	
14h30	Reflection on leadership	BRAINSTORMING Designing a bad leader and transferring from there what makes a good leader	
15h00	Leadership styles	Presentation	
15h45	What leadership type do I want to be	Individual work	

	/ am I?		
16h00	End of day 1		

Day 2

Time from	Issue	TEA – COFFEE – SCONES	
10h00	Getting started	Reminder about yesterday Feedback from individual work	Cards Pin board
10h15	Feedback	Input: Feedback rules	
10h30	Feedback and leadership	Leadership and ethics – some principles such as honesty, openness, social commitment must feature in a leader who seeks feedback	Presentation
10h45	What is presentation	BRAINSTORM: Types of presentations / what are we talking about if speaking of presentations	Flipchart
11h15	Group work	Groups of 3: <ul style="list-style-type: none"> ▪ Active listening ▪ Sit as groups of 3 ▪ Rule: A asks question, B answers, repeats essence in one sentence before asking next question, C observes: changes roles after five minutes (observers shall also observe body language, whether attention was paid, when A and B misunderstood each other – and how C noticed these things) ▪ Topic: "The best and the worst presentation – experience I have come across yet – and why I think so" 	
11h45	INPUT	Linking listening to leadership and presenting (why did we start with listening if we want to learn about presenting)	
12h00	Structure Presentations	<ul style="list-style-type: none"> ▪ Introducing ORCA (Position statement: Opinion, Reason, Conclusion, Appeal) ▪ Discussions and short drills ▪ Introducing SMART (Analytical or problem solving statement: Situation, Mistakes, Aims, Recipe, To do) 	Hand outs

		▪ Discussion and short drills	
12h45	Break	Lunch	
13h45	Practicing ORCA and SMART	In three groups: Every group member to do at least one ORCA and/or one SMART	Prepared questions
14h45	Until the next module	Report writing in teams:	
15h00	Hanging issues		
15h15	Evaluation	Smiley	
15h30	End of Module 1		