

# Leadership Development Program Facilitator Guide



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Developed by Jennifer Tousey, Sr President  
Los Angeles Eschscholtzia Society, NSCAR  
310-422-9337  
[jen@thisfamilyblog.com](mailto:jen@thisfamilyblog.com)

## **What you will need:**

\*Email to all participants before hand encouraging them to take the personality test

<http://mycareerproject.org/test/personality-test/>

and to bring an iPhone or iPad

\*Participant Packet for each participant (suggestion to put them in folders ahead of time)

\*iPhone or iPad for each participant (optional activity)

\*Art supplies: markers, colored pencils, stamps, stickers, etc

Optional: print out of leader instructions and relevant webpages/info

Optional: snacks and drinks (Everyone learns better with food and breaks)

## **WORKSHOP INTRODUCTION**

Activity: Begin with a rousing Good Morning! or Good Evening!

Make sure everyone responds in unison. This may take a couple times.

Once they do ask, why would I begin that way?

The answer is to get everyone focused and on the same page. Consider that the first lesson in leadership.... it doesn't take a great deal of effort to get everyone focused on a goal or on the same page, but it does take someone willing to step up and do the job. :)

Read: Today's workshop is all about LEADERSHIP DEVELOPMENT and that simple exercise is one way each person here can exercise leadership. A good leader isn't a 'boss'. A good leader 'rallys the troops'. Ask someone to read the following from their packets.

## **LEADERSHIP STARTS WITH YOU, BUT IT'S NOT ABOUT YOU**

A true leader understands this.

I understand leadership starts with me, but it is not about me. It's my responsibility as a leader to CREATE a positive environment. As a leader I SERVE my community and look for ways to SHINE the spotlight on other people.

SIGNED: \_\_\_\_\_

Don't have them sign now. Just read it as a way to show what they will learn today.

If they agree with all this and understand it at the end of the workshop, that is when they will sign.

## **PHASE 1: CREATE ANYONE CAN BE A LEADER**

Read: Can we agree that everyone has the capability to be a leader? The key is to understand that each person is a leader in their unique way. The more you understand what that means for you personally, the better and more effective leader you can be.

Learning what your personality type is helps identify your personal strengths and weaknesses. It helps you understand how you make decisions and solve problems and therefore it is the first step in understanding yourself and what type of leader you are and can be. There are 16 personality types. Let's find out who you are.

If you have not done so already, take the personality test: <http://mycareerproject.org/test/personality-test/>

Note to facilitator: I strongly suggest you assign this as a teaser to the workshop and have everyone come in to the workshop having already completed this step as it does take time. This link is a kids version of the Meyers Briggs Personality Test. At this time, have the participants write it in two places, once on the line below and once on the yellow post it in their folders for easy reference as they work through the booklet.

MY PERSONALITY TYPE IS: \_\_\_\_\_

Read out loud each personality type in the context of leadership from this file. I suggest printing it out for your facilitator handbook: <https://www.psychologyjunkie.com/2017/06/28/leadership-skills-every-myers-briggs-personality-type/>

Allow participants to take notes for themselves as you read. Encourage group dialog during this. Friends can often provide excellent insight with examples. They should, at the very least, write down what type of leader they are based on the personality type. Hopefully they will write down more :)

Strengths	Weaknesses	Other Notes

Facilitate dialog as you go through this. Does that sound like you? OH yes, that's definitely you! etc etc. encourage them to talk and laugh at themselves a little. It should be fun, not 'school'.

Once everyone has their personality and their leadership style, have them take a few minutes and cross reference themselves in the Star Wars chart and the Harry Potter chart. It's easier to identify (or not) with characters they all know.

Go over the type of leader as exemplified in Star Wars:  
<https://www.personalityclub.com/blog/star-wars-personality-chart/>  
<https://www.dailyinfographic.com/harry-potter-myers-briggs-chart-infographic>

MY STAR WARS PERSONALITY TYPE IS: \_\_\_\_\_

MY HARRY POTTER PERSONALITY TYPE IS: \_\_\_\_\_

This is really fun and at this point everyone is pretty into it.

Have them go around and say one thing they learned. Who are they in the Star Wars universe? Harry Potter world? Do they think it's accurate? Why or why not. Encourage dialog. There are no right/wrong answers here. This is about self exploration.

## **PRESIDENTIAL LEADERSHIP**

Announce what personality George Washington was (ISTJ) and his leadership style. He was a Detail Oriented Leader. Go over what that means and some examples.

George Washington: ISTJ and a detail oriented leader

ISTJs are quiet, careful leaders. They want to make sure that the people they lead have clear direction, consistent, honest leadership, and a logical plan of action. Because they have auxiliary Extraverted Thinking (Te), they may feel an irresistible urge to organize people and take charge of projects. They will take plenty of time to make sure their plans are detailed, accurate, and fact-based. They will make it easy for everyone to understand where they're going and how to get there. When making decisions for a company or team, they will focus first on the facts and details, and then they will look at pros and cons. Through everything they will try to stay objective and fair.

At this point participants will probably want to know if their personality has been a president so reference the list and let kids know which American Presidents they share a personality type with.

<https://thoughtcatalog.com/lorenzo-jensen-iii/2015/06/44-presidents-1-meyers-briggs-test/>

There are only three of the sixteen personality types that have not been American Presidents. Pose the question: Does that mean those personalities are not good leaders?

Introduce Walt Disney, leader and patriot who was an ENFP. ENFP is one of the three personalities that haven't been a US President. Talk about what kind of leader Walt was.

Walt Disney: ENFP and an inspirational leader

ENFPs lead with imagination, vision, and passion. They are resourceful individuals who find many innovative ways to make a difference in the world. They tend to have frequent brainstorming sessions with their team and enjoy giving everyone a chance to speak their mind. They are encouraging and uplifting, inspiring others with all their ideas and all the possibilities they see around them. ENFPs are not micro-managers and they enjoy giving their team the freedom to complete tasks in their own creative ways. They don't mind sharing leadership and they are very open to a plethora of ideas and viewpoints. When making decisions, ENFPs focus first on the potential possibilities of each decision, then they think about how that decision will impact the people involved.

**Moral to the story? Anyone can be a leader and there are many different ways to be a leader. It's about learning your strengths and playing to them. It's also about recognizing not ONE type of leader is the best leader at all times. Different situations call for different types of leaders. Not every personality may be suited to be a President of the United States but that does not mean they cannot be leaders.**

## **WRAP UP PHASE 1: CREATE**

Now that everyone knows what KIND of leader they are and has some examples to think about, let's take a break from the book work.

**ACTIVITY:** Everyone download Spaceteam on iPhone or iPad and play together for five minutes.

Faciliator debrief: Other than getting them all to log in under the same name, give no directions, need to work together and that will require dialog. Let them play and figure it out. It usually takes 2-4 tries on this for them to get the hang of it. Watch how each engages.

Let them play for a few minutes. When you feel they have 'gotten it' and are working as a team to win let them play for a few more minutes. Then stop and debrief.

What did you learn, what did you try? Was there someone who was bossy? How long did it take for everyone to figure it out? Was there someone who was helpful? Etc.

**Moral/Lesson: There is room for all types of leaders and we need all types to work together to reach a common goal. That brings us to PHASE 2: SERVE.**

## **PHASE 2: SERVE QUALITIES OF A GOOD LEADER**

Ask participants What are some qualities of a good leader?

A good leader has many qualities but ones that continue to come up over and over include  
Communication  
Confidence  
Integrity  
Work Ethic  
Humility and Lifelong learning

**ACTIVITY (COMMUNICATION):**

Have participants shake hands and greet each other. Notice some handshakes were strong, some gentle. Was there eye contact? What was said?

Read: The simple gesture of greeting someone with a 'Hello. How are you?' can show genuine interest in a person and make them feel valued and seen. Let's learn the steps to a proper handshake.

1. Eye contact: maintain before the handshake, during the handshake and while talking.
2. Good Grip: shake back and don't be afraid to squeeze slightly. Be aware this can change culture to culture and a good leader will know this before going into a meeting.
3. Speak clearly: when asking a question or saying hello, make sure you are audible and clear
4. Listen: When you ask the question 'how are you?' listen for the answer so you can in turn respond appropriately

Have participants shake hands again with these steps in mind.

Talk briefly about other cultures. For example, in Native American culture a handshake is simply a peaceful exchange of energy between hands. Eye contact is deemed as a sign of aggression. You can see that in early America, a firm handshake with direct eye contact might not go over so well in early contact. (And it didn't)

Discuss ideas for how to grow the other qualities and allow participants to take notes or write down examples in their packets.

CONFIDENCE: do something completely by yourself, teach something you know to someone else

INTEGRITY: play a sport, run for student council

WORK ETHIC: plant a garden, maintain a chore chart, something that requires repetition and time to cultivate

HUMILITY/LIFELONG LEARNING: Provide service or take a new class, Shoveling snow or raking leaves, Making goodies for someone, Picking up trash at a park or a trail, Writing letters to service men and women, Donating unused items like toys and clothes

Notice how so many of these examples involve doing things for other people. In essence, to SERVE.

OPTIONAL: Have each participant find and share a quote from a leader they admire that exemplifies one of these qualities.

Look at the list on Strength's Barrier Labels and Shadow Side. This is a great tool for older participants. (Cover up the shadow side. Using what we discussed and this list for inspiration, fill out the next page)

## **WHO DO YOU ADMIRE AND WHY**

Have participants think and answer:

Write down the names of three people you admire or look up to. AND

What is the quality or characteristic you admire most about each of them?

Return to the Strength's Barrier Labels and Shadow Side. Unfold it to reveal the shadow side of the traits. Talk briefly about 'too much of a good thing' and how all traits can be positive or negative. Discuss balance as another hallmark of great leadership. Then have participants fill out the rest of the page. Give them a few minutes as this requires some introspection. Maybe even play some music.

Read: I will ask if anyone wants to share the first two questions but I believe the rest are private and it is for you to answer honestly without fear of having to share with the group.

Remind them this is part of being a good leader and that no leader is perfect. Recall what we all discussed about each personality types strengths and weaknesses at the beginning. A good leader recognizes they are flawed and will surround themselves with people who can balance those flaws with their own strengths.

ACTIVITY: Have participants share the first two answers.

**MORAL/LESSON: Leadership Development is never complete. It's a work in progress and there is always something to learn or improve upon. It is also a hallmark of a good leader to be honest about themselves and their own strengths and weaknesses and surround them selves with good people who possess the strengths needed for the task or occasion.**

## **THIS COMPLETES PHASE 2: SERVE**

This is a great time for a bathroom break and to stretch. Reflecting, introspection, and self evaluation can take a lot of energy. Encourage a few jumping jacks or something to get blood moving before the the final phase...SHINE!

## **PHASE 3: SHINE**

### **MY PERSONAL MISSION STATEMENT**

Introduce the last phase: SHINE!

Read: Ok, we've done a LOT of introspecting.... time to cut loose a little in creativity.

ACTIVITY: MY PERSONAL MISSION STATEMENT PART ONE

Read: What's important to you? Now, I want you to use these markers, pencils, stickers, stamps, etc. to fill in the heart with important words and little pictures and phrases that describe your life and goals. No right or wrong here. What speaks to you?

Give them 20 minutes and put on some energizing music. I put together a great SHINE playlist here: [https://youtu.be/KSjP\\_h8cKil](https://youtu.be/KSjP_h8cKil)

Instructional time. When everyone is finished (or close) gather attention again.

## MY PERSONAL MISSION STATEMENT PART TWO

Read: Time to SHINE!!! Using the words and such that are from your heart you just completes AND your newfound personality and leadership style knowledge, you are now going to create a personal leadership mission statement.

So for example: I am George Washington, a Detail Oriented Leader who wants to help create a new country that is by the people and for the people.

Give participants five minutes to fill out the bottom part of the worksheet. Have them hold onto that.

## FOUNDATIONS OF FREEDOM

Read: George Washington spent a great deal of time studying and teaching himself and you should too. You can paraphrase this information as per age levels and attention spans.

### **Parents Augustine and Mary Ball Washington**

George's father, Augustine Washington, was a leading planter in the area and also served as a justice of the county court.

Augustine Washington's first wife, Jane Butler, died in 1729, leaving him with two sons, Lawrence and Augustine, Jr., and a daughter, Jane. The elder Augustine then married George's mother, Mary Ball Washington, in 1731. George was the eldest of Augustine Washington's and Mary Ball's six children: George, Elizabeth, Samuel, John Augustine, Charles, and Mildred.

### **Move to Ferry Farm**

In 1734, Augustine moved the family up the Potomac River to another Washington home, Little Hunting Creek Plantation (later renamed Mount Vernon). In 1738, they moved again to Ferry Farm, a plantation on the Rappahannock River near Fredericksburg, Virginia, where George spent much of his youth.

Little is known of Washington's childhood and it remains the least understood part of his life but we can infer some things.

### **Washington's Education**

Unlike many of his contemporaries, Washington never attended college or received a formal education. His two older brothers, Lawrence and Augustine Washington, Jr., attended Appleby Grammar School in England. However, when Washington was just 11 years old, his father, Augustine Washington, passed away, leaving the family limited funds for education. Private tutors and possibly a local school in Fredericksburg provided the young man with the only formal instruction he would receive.

To augment his studies, George Washington, begin to teach himself through reading and experimentation. In his early life, three major influences drove Washington's path of self-betterment.

Before the age of 16, George copied out the 110 rules covered in the The Rules of Civility and Decent Behavior.

Ask: Why would he do that?



**Moral/Lesson: Because if you write it, you will remember it more. It's true. The more senses you can involve in learning something, the more apt you are to remember it.**

NOW...

What will you do to better yourself?

How will you become a better person and therefore a better leader tomorrow?

Think back to everything we've covered and gone through and let's fix out this final page.

Because if you go back and READ what you wrote, WRITE it again, and then SAY it out loud and HEAR it, the chances of you following through on it go up exponentially. You will always be in some part of the CREATE, SERVE, SHINE loop.

ACTIVITY: Let's fill out this last worksheet

ONE: I am a (detail oriented or whatever type) Leader. (From the Create phase)

TWO: My mission statement is: copy it from the previous page. (From the Shine phase)

THREE: This year I will be a leader by:

Have participants think about what they can do as an action step to be a leader and move them toward fulfilling their mission statement. Remember, they should choose an activity that is measurable and attainable and appropriate to their leadership style so don't expect an introvert to go around giving a bunch of speeches or an extrovert to write essays. :) Go over the ideas on their page and encourage participants to add their own.

When finished:

Read: Leadership Development is not a stagnant thing. It's a fluid concept. We conclude today being very introspective and self aware like George Washington was. And a quote as to why it is so important.

"A primary object should be the education of our youth in the science of government. In a republic, what species of knowledge can be equally important? And what duty more pressing than communicating it to those who are to be the future guardians of the liberties of the country?"

— **George Washington**

ACTIVITY: At this time, have participants return to the first page in their book and sign the leadership statement. Then invite each participant to stand in front of the group, read their final page, and receive their certificate of completion of the workshop along with a certificate of completion.

**BEHOLD ALL THE BEAUTIFUL DIVERSE  
LEADERS OF TODAY AND TOMORROW!!!!**

I recommend music and snacks and photos at this time! Would love to see what you do!  
Email me photos!!!

If you are stuck and something doesn't make sense, do not hesitate to contact me.  
[jen@thisfamilyblog.com](mailto:jen@thisfamilyblog.com)

Be sure to check out THIS FAMILY BLOG for more workshops, leadership quotes, crafts, virtual field trips, and in person ways to experience and learn American History.