



How to Use the *Recipe for Leadership* Curriculum Kit

This curriculum kit is intended to provide you with a flexible resource that can be used with a variety of groups and leadership experience levels to improve basic leadership skills. The curriculum is organized according to 4 major modules:

- APPETIZERS: What is Leadership?
- SALADS: Personal Skills
- ENTRÉES: Communication Skills
- DESSERTS: Group Skills

To better assess the leadership development needs of your particular audience, there is a pre-training survey that covers the 40 key skills that have been addressed in the curriculum. It takes approximately 5 minutes for participants to take the survey, which can then be tallied by the facilitator to see which skills will benefit the group. Among the 40 skills, there are 82 activities, typically 1-3 activities within each skill. The activities may be beginning or advanced in their level/topic, but all can be done with groups of 5-30 people, within 15-45 minutes, and with relatively little special equipment or few supplies.

Once the facilitator has surveyed the group and customized the list of skills and activities to the needs and level of the group, as well as the length of time available for training, you simply find the topic among the tabs. The Table of Contents also is organized to follow the 40 key leadership skills of the pre-training survey, and provides a brief description of each lesson. Each activity has a 2-3 page facilitator guide for the trainer. The “Background” section is essentially a script for you to introduce the topic and provide a little background information. “What to Do” describes how to do the activity and how long various parts will typically last. If you find things are taking more or less time, please make a note so you know for next time.

Most activities require very little special equipment other than the basics of paper to write on, pens or pencils, and perhaps a flipchart and markers. A few activities do need more supplies or props however, so it is worth reviewing the “Supplies Needed” and “Do Ahead” sections to be aware of any preparation needs.

The “Talk It Over” section provides the facilitator with questions for discussion with the group following the activity. This is a very key part of each activity, as it makes the connections between the exercise the group has just done, and the leadership skills learned and their application in the real world. “Beyond the Box” provides homework that can be assigned to reinforce the lesson, (optional depending on your circumstances, needs and constraints) and some additional references.

The facilitator guide pages are to be used by the trainer, but the worksheets are to be copied and distributed directly to the training participants. If you find other handouts that you want to use, tuck them into the folder for the next time you teach the topic. If you’d like to enhance the training with other visual aids or props, tuck them into the kit as well.

Finally, the kit itself is designed to be portable and flexible. Files for skills and folders for activities that you think are important to include can be easily added. The kit provides you with a solid facilitation tool to teach leadership development, but it also provides a simple filing system for other great training resources you have – so they are all in one place ready to go.

We hope you enjoy your **Recipe for Leadership Curriculum Kit!**