

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## INTRO TO LEADERSHIP: KEY SKILLS TO BEING A LEADER

### Activity 1:

There are 8 Leadership Tips given throughout the program. As you view the program, write all 8 tips.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

### Activity 2:

The program identifies 5 Leadership Skills. Beside each skill, give a brief explanation about what it means.

1. COMMUNICATE EFFECTIVELY –
2. ORGANIZE EFFICIENTLY –
3. SENSE OF SELF –
4. VISION –
5. TRUSTWORTHINESS –

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## Activity 3:

A. Write a paragraph or two about you; include each of the Leadership Skills and describe your strengths and weaknesses in these areas. How organized are you? Cite examples. What do you believe in? What is your sense of self? What kind of vision do you have for your future? What risks are you willing to take? Are you trustworthy?

B. Write a brief plan for how you may go about developing leadership skills that are the weakest, and how you can build on those that are strengths.

## Activity 4:

The program identified several great leaders, such as Howard Schultz (Starbucks), Teddy Roosevelt, Tiger Woods, Pope John Paul II. These are people who inspire others to do their best and have a vision for their future.

Identify 4 leaders in the nation or in your community. Select ONE of them and research him or her to learn their leadership skills, leadership style and characteristics. Write a paragraph about what you have learned. What is the person's position/title? Include their leadership skills and what characteristics make this person a great leader.

**Teacher:** When all persons have completed this writing assignment, dividethem into teams of 4 or 5 to share what they have learned. Each team member will read their story to the team. Each team will select a Team Reporter to make a list of leadership skills that are evident from each person's story. Each reporter will share their lists with the entire class and determine which skills are on each list and which are new skills not previously mentioned.

## ANSWER KEY

### Activity 1: Leadership Tips

1. Great leaders listen twice as much as they speak.
2. Lead by example.
3. Don't put off until tomorrow what you can do today.
4. Set goals that are realistic.
5. Never stop learning.
6. Great leaders don't give up.
7. Take responsibility for your actions.
8. Don't be afraid to ask for help.

### Activity 2: Leadership Skills

1. COMMUNICATE EFFECTIVELY – active listening, speak clearly, watch body language, make eye contact, repeat key message.
2. ORGANIZE EFFICIENTLY – manage time, use checklists, set priorities, plan ahead, follow schedule.
3. SENSE OF SELF – self-image, identify strengths/weaknesses, trust instincts, positive self-talk.
4. VISION – lead with action; know where you're going.
5. TRUSTWORTHINESS – integrity, character, keep your word, admit mistakes, take responsibility for actions.

### Note to Instructor:

Activities 3 and 4 will have individual answers based upon the above tips and skills.