



# Leadership

Short Course student book

Name:

Centre:

Tutor:

Sample

## Disclaimer

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# Leadership Short Course student book

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Sample

# Introduction

## Welcome to the Leadership Short Course

This Short Course accredits up to 60 hours of your leadership activities. It provides opportunities for you to develop leadership knowledge and skills and use them effectively.

We hope you enjoy choosing and completing the challenges and, as a result, become more confident in your knowledge of leadership issues.

### Course aims

The Leadership Short Course will enable you to:

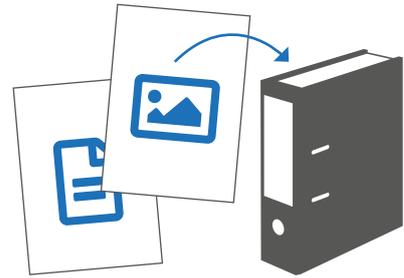
- learn about yourself and leadership and develop an understanding of what type of leader you could be
- learn and demonstrate the skills and techniques needed to be a leader
- reflect and gain an understanding of your performance as a leader and support others as they learn about leadership



# What do I need to do?

## 1 Carry out your chosen challenge, collecting evidence as you do it

File your evidence in your portfolio; see page 4 for more information about what can be used as evidence.



## 2 Complete the boxes next to the challenge

The skills tick boxes show the skills you have used during the challenge; see page 7 for more information about these skills.

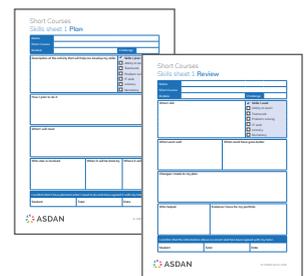
The sign off boxes show where your evidence can be found, who has verified this and the date.

<p><input checked="" type="checkbox"/> Skills I used:</p> <p><input type="checkbox"/> Ability to learn</p> <p><input type="checkbox"/> Teamwork</p> <p><input type="checkbox"/> Problem solving</p> <p><input checked="" type="checkbox"/> IT skills</p> <p><input type="checkbox"/> Literacy</p> <p><input type="checkbox"/> Numeracy</p>	<p><input type="checkbox"/> Sign off:</p> <p>Evidence ref</p> <p>Verified by</p> <p>Date</p>
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## 4 Complete the relevant skills sheet if the challenge is being used for a skills sheet

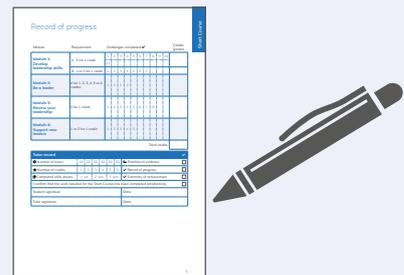
See page 3 for information about skills sheets.

**i** Your tutor will provide you with these documents.



## 5 Fill in your completed challenge on the record of progress

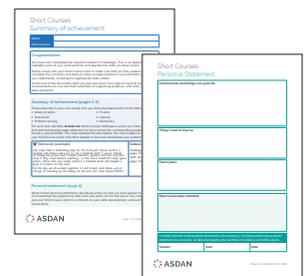
Use the record of progress (page 5) to keep a careful record of the challenges you have completed and the credits you have gained.



## 6 Complete your summary of achievement and personal statement

At the end of your Short Course, use these documents to review your experience; see page 4 for more information about these documents.

**i** Your tutor will provide you with these documents.



At the end of your Short Course, your tutor will check your work and complete the tutor record on page 5. If you have met the requirements, your tutor will request your certificate from ASDAN.

# Developing your skills

## Core skills

Gardening activities provide an excellent opportunity to develop the following core skills:

### Ability to learn

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

### Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

### Problem solving

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.

### IT skills

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important in the workplace and at home.

### Literacy

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

### Numeracy

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers.

## ✓ Recording core skills development

Next to each challenge is a set of tick boxes where you can record the skills you have used and developed during the activity.

## Leadership skills

In addition to the six core skills above, the challenges in the Leadership Short Course will enable you to develop the following leadership skills:

- fluency of ideas
- humility
- self-management
- tolerance
- responsibility
- decision making
- judgement
- active listening

The Leadership skills that you will develop are listed underneath each challenge, for example:

**Leadership skills:** Fluency of ideas | Tolerance | Responsibility | Judgement



# Module 1

## Develop leadership skills

The aim of this module is to develop your understanding of leadership. The module includes individual and group activities which will allow you to develop your communication, understand your strengths, observe other leaders and lead on short tasks or debates.



# Module 1

## Develop leadership skills

### Section A: Complete FIVE challenges over 10 hours for 1 credit

1 Describe yourself. Identify the things about you that you feel are your strengths and those you think you need to develop or improve.

Imagine that someone is meeting you for the first time; write down what you think their first impressions of you might be. Describe how you think their opinion might change when they get to know you better. Discuss these ideas.

**Leadership skills:** Humility | Self-management | Judgement

<input checked="" type="checkbox"/> <b>Skills I used:</b> <input type="checkbox"/> Ability to learn <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem solving <input type="checkbox"/> IT skills <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy	<input checked="" type="checkbox"/> <b>Sign off:</b> Evidence ref <hr/> Verified by <hr/> Date
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2 Choose objects that represent times in your life when you have been 'the leader' and place them in a box. In a small group talk about the contents of your box and then answer any questions.

Create a list of all the different examples of leadership shared in your group.

**Leadership skills:** Decision making | Active listening

<input checked="" type="checkbox"/> <b>Skills I used:</b> <input type="checkbox"/> Ability to learn <input type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Problem solving <input checked="" type="checkbox"/> IT skills <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy	<input checked="" type="checkbox"/> <b>Sign off:</b> Evidence ref <hr/> Verified by <hr/> Date
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3 Spend **one hour** researching a topic that interests you and learning some facts about it. Pass on the information to a partner. Swap roles. Peer evaluate how well your topics were presented.

**Leadership skills:** Fluency of ideas | Humility | Tolerance | Judgement | Active listening

<input checked="" type="checkbox"/> <b>Skills I used:</b> <input type="checkbox"/> Ability to learn <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem solving <input type="checkbox"/> IT skills <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy	<input checked="" type="checkbox"/> <b>Sign off:</b> Evidence ref <hr/> Verified by <hr/> Date
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4 Think about leadership and communicate information to others in several different ways, including:

- verbal (eg discussing, presenting)
- non-verbal (eg sending emails, texting, blogs, writing symbols)
- creative (eg mime, charades, art, music, semaphore)

Explain how effective the various methods of communication are in getting the message across.

**Leadership skills:** Fluency of ideas | Self-management | Decision making | Active listening

<input checked="" type="checkbox"/> <b>Skills I used:</b> <input type="checkbox"/> Ability to learn <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem solving <input type="checkbox"/> IT skills <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy	<input checked="" type="checkbox"/> <b>Sign off:</b> Evidence ref <hr/> Verified by <hr/> Date
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# Module 2

## Be a leader

The aim of this module is to develop your knowledge and understanding of leadership through being a leader. The module includes examples of leadership roles you can undertake and how to organise your team. The module also contains information on record keeping and evidencing your leadership experience.



# Module 2

## Be a leader

Complete FOUR challenges over 10–60 hours for 1–6 credits

1

Lead an activity.

You could:

- direct a film, music video, documentary or play
- edit a magazine, newspaper, online forum or blog
- curate a group exhibition
- take a role of responsibility in the school council (eg year rep, head student)
- organise a fundraising campaign (eg battle of the bands, fashion show, art auction, face painting)
- organise an awareness-raising campaign
- lead a peer mentoring group
- lead an outdoor expedition over a few days
- be in charge of an environmental clean-up
- form a young people’s group or participation project (eg young trustees, young governors, young people’s advocacy group)
- form a band
- coach a sports team
- organise activities for overseas students or host an international visiting group
- teach younger students a skill
- run workshops or training events
- lead an arts project
- host a social event
- organise one aspect of a transition day for primary pupils
- be a project manager
- other agreed leadership activity

<b>✓ Skills I used:</b> <input type="checkbox"/> Ability to learn <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem solving <input type="checkbox"/> IT skills <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy	<b>✍ Sign off:</b> Evidence ref <hr/> Verified by <hr/> Date
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**Leadership skills:** Fluency of ideas | Humility |  
 Self-management | Tolerance |  
 Responsibility | Decision making |  
 Judgement | Active listening

My choice:

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## Module 4

# Support new leaders

The aim of this module is to use your experience to teach and support a new leader. The module provides opportunities to demonstrate how your leadership role was completed and to show other people what you have learnt. There is also an opportunity to mentor others throughout their leadership experience.

- 3 Prepare a 'job profile' for applicants wishing to take over your leadership role. Include:
- a summary of what the role involves
  - a summary of previous activities and achievements of the group under your leadership
  - requirements of the next leader, such as:
    - previous experience required
    - competences
    - organisational skills
    - teamworking skills
    - personal skills and qualities

**Leadership skills:** Self-management | Decision making | Judgement

<b>✓ Skills I used:</b> <input type="checkbox"/> Ability to learn <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem solving <input type="checkbox"/> IT skills <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy	<b>✍ Sign off:</b> Evidence ref
	Verified by
	Date

- 4 Become a mentor for someone who is taking on a position of responsibility or leadership for the first time.

**Leadership skills:** Fluency of ideas | Humility | Self-management | Tolerance | Responsibility | Decision making | Judgement | Active listening

<b>✓ Skills I used:</b> <input type="checkbox"/> Ability to learn <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem solving <input type="checkbox"/> IT skills <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy	<b>✍ Sign off:</b> Evidence ref
	Verified by
	Date

- 5 Other agreed challenge

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<b>✓ Skills I used:</b> <input type="checkbox"/> Ability to learn <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem solving <input type="checkbox"/> IT skills <input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy	<b>✍ Sign off:</b> Evidence ref
	Verified by
	Date

Sample



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