Leaders 4 Life
Youth Leadership Program

> Yea 4-H!
Take the Lead Unit Youth Workbook
Lesson 1: Qualities of a Leader

Defining Moment
Leadership is

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Write On
Name a person that you admire for his or her leadership skills. What leadership skills has this person demonstrated that you admire?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Name a person you have watched on TV (sports, politics, media, drama, etc.) who demonstrates good leadership skills. What did this person do to impress you?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What leadership skills does a county 4-H council team need to be successful?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

The moment you stop learning, you stop leading.
—Rick Warren
Are there members of your county 4-H council team who possess any of the skills you listed above? If so, whom?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

**Do Something**

What leadership skills are you good at and feel comfortable demonstrating? In each block below, list those traits. If you run out of blocks, just add some more!

“Leaders must be close enough to relate to others, but far enough ahead to motivate them.” —John C. Maxwell
At Your Service

What will you do to teach others something that you learned in this lesson?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _______________
Lesson 2: Communication Connection

Defining Moment
Communication is

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Verbal communication is

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Nonverbal communication is

____________________________________________________________________
____________________________________________________________________

Write On
Why is listening an important quality of a leader?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What are the four things that all types of communication include?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What strategies can you use to help you remember important information if you aren’t able to write it down immediately?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

There are people who, instead of listening to what is being said to them, are already listening to what they are going to say themselves.
—Albert Guinon
Do Something

Find a quote that you like about communication and record it below. Share it with your team!

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Game Corner

Word Scramble

Unscramble these words to find the correct answers that relate to the Communication Connection session.

mnitioacmoucn  ______________________
tgnilnesi  ______________________
bralev  ______________________
yobd glnaguae  ______________________
yee ttaoccn  ______________________
psisoxeresn  ______________________

At Your Service

What will you do to improve your listening skills?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _____________
Lesson 3: There’s No “I” in Team

Defining Moment
Teamwork is

Write On
What are some of the qualities of leadership that improve teamwork?

What leadership skills are sometimes missing in groups that keep teamwork from being successful?

What personal leadership skills do you have that can encourage better teamwork in groups?

Do Something
Find a quote that you like about teamwork and record it below. Share it with your team!

The leaders who work most effectively, it seems to me, never say “I.” And that’s not because they have trained themselves not to say “I.” They don’t think “I.” They think “we”; they think “team.” They understand their job to be to make the team function. They accept responsibility and don’t just sidestep it, but “we” gets the credit .... This is what creates trust, what enables you to get the task done.

—Peter Drucker
Game Corner

Word Search

Find the words in the grid below.

WORD BANK
Balance
Commitment
Communication
Cooperation
Goals
Respect
Solutions
Talents
Teamwork
Trust

At Your Service

How can you incorporate teamwork into a service project?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _____________
Lesson 4: What Were You Thinking?

Defining Moment

Unanimous decision making is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Majority decision making is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Consensus decision making is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Plurality decision making is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Dictatorship is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Write On

What are the top three things that influence your decisions?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

If one does not know to which port one is sailing, no wind is favorable.
—Seneca

Most of the important things in the world have been accomplished by people who have kept on trying when there seemed to be no hope at all.
—Dale Carnegie
Which decision-making strategy do you think works best with this group? Why?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What personal leadership skills does a leader need to use the decision-making strategy you selected in the previous question?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Do Something
Find a quote that you like about decision making and record it below. Share it with your team!

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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At Your Service
How will you use these different decision-making strategies in your leadership role?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: ____________
Lesson 5: Change What?

Defining Moment

Resiliency is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Write On

What are some characteristics of a person who is resilient?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Why do you think that people are sometimes against change?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What can you do to help others in the group be receptive to change?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Do Something

Find a quote that you like about resiliency or change and record it below. Share it with your team!
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

It’s not that some people have willpower and some don’t. It’s that some people are ready to change and others are not.
—James Gordon, M.D.
Game Corner

Change What? Crossword Puzzle

Word Bank
Flexible
Interests
Leadership
Motivated
Optimistic
Perceptive
Problem
Resilient

Across
1. Having a positive attitude.
4. Having a positive influence on other members of a group and helping the group to achieve its goals.
6. Able to adapt to change.
7. Another word for adaptable is _________.
8. Resilient people have a variety of _________ and can use their strengths to benefit the group.

Down
2. A ______ solver can look at issues in several different ways and find the pros and cons for each possible solution.
3. Understanding people and situations and adapting to work with them.
5. People who are resilient are self-________ and have the drive to fulfill their dreams, no matter what obstacles they face.
At Your Service

How can you be more accepting of change to strengthen your leadership skills?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Date to accomplish this goal: ________________
Goal accomplished: ____________
Lesson 6: Peace Out!

Defining Moment

Conflict is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

A competing management style is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

An accommodating management style is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

An avoiding management style is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

A collaborating management style is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

A compromising management style is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Conflict seems to be ever-present in our lives ... on the battlefield, on the football field, in the boardroom, or in the bathroom. The possibility of conflict looms anytime two or more people convene.
—Peter Grazier
Write On
What skills are needed for a group to resolve conflict?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Which management style works best to help this group resolve conflict?
Why?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Do Something
Find a quote that you like about conflict resolution or conflict management and record it below. Share it with your team!
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Game Corner
Problem Solved!
Solve the cryptogram below to discover a great quote about problem solving.

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Who said it? Find the person who made this statement!
At Your Service

What conflict-resolution strategy can you use to defuse a situation the next time you are faced with opposition?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _____________
Lesson 7: Great Minds Think . . .

Differently!

Defining Moment

Creativity is

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Brainstorming is

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Write On

What are characteristics of people who are creative?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What characteristics do you possess that help you to be creative?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What are three examples of “killer phrases” that others have used on you to kill your creativity? How did that make you feel?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Name someone you admire for his or her creativity. Provide an example of how this person uses creativity.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Creativity is a type of learning process where the teacher and pupil are located in the same individual.
—Arthur Koestler

To exist is to change, to change is to mature, to mature is to go on creating oneself endlessly!
Do Something
Find a quote that you like about creativity and record it below. Share it with your team!
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Develop a new game that uses the following items, and teach the game to a 4-H group:
- Ping Pong ball
- Straw
- Cup

Write the instructions for your game below.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

At Your Service
Write a thank-you note to the person you named as someone you admire for his or her creativity. If this person is no longer living, write a thank-you note to someone else you admire who is living.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _____________
Lesson 8: Use What You’ve Got!

Defining Moment

A resource is

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Write On

What are the six general categories of resources that we use every day?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What are some things that the group can do to find the resource of money to support 4-H?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What project have you done recently that used recycled materials?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What can this group do to conserve the natural resources of our planet?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Don’t be afraid to see what you see.
—Ronald Reagan

A man may die, nations may rise and fall, but an idea lives on.
—John F. Kennedy
Do Something

Find a quote that you like about wise use of resources and record it below. Share it with your team!

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Think of one recycling idea for each item listed below. Think beyond just taking the items to the recycling center!

- Newspaper __________________________________________________
- Laundry detergent bottle ______________________________________
- Broken crayons _______________________________________________
- Old, scratched CDs ___________________________________________
- Old light bulbs _______________________________________________
- An old tire ___________________________________________________
- An old greeting card __________________________________________
- A clothespin ___________________________________________________
- An incomplete jigsaw puzzle ___________________________________
- An old shoe or boot __________________________________________

At Your Service

Plan a program on recycling of resources to present to a 4-H audience or other group. Write down ideas to get you started in planning your presentation!

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _____________
Lesson 9: What’s Your Style?

Defining Moment

Autocratic leadership is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Democratic leadership is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Laissez-faire leadership is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Write On

What is the strongest leadership skill that you bring to the group?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What leadership skill do you feel you need to work on?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Can anyone possess all leadership qualities? Explain why or why not.
____________________________________________________________________
____________________________________________________________________

If a leader demonstrates competency, genuine concern for others, and admirable character, people will follow.
—T. Richard Chase
Do you feel more comfortable in a leadership role or following another leader? Why?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Were you surprised by the leadership style that the leadership survey(s) revealed about you? Why or why not?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Do Something

Find a quote that you like about leadership or leadership styles and record it below. Share it with your team!
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Conduct an interview with someone that you consider a leader. Here are a few questions to get you started, and you can add more!

• When did you begin using your leadership skills, and what did you do?
• What do you consider your greatest leadership strength?
• How did you develop your leadership skills?
• What leadership skills do you look for in an employee or committee member [or adapt this question to fit their situation]?
• What advice would you give me to help me become a great leader?

What were some tips this person provided that you can work on as a leader?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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Leaders 4 Life

Texas 4-H
At Your Service

Set a goal to learn more about and improve in a specific leadership skill. Record the skill and ways you can work to achieve your goal.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _____________
Lesson 10: Leading with Vision

Defining Moment
Visioning is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Write On
Have you ever worked with a group to create a vision? If yes, explain what you did.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What are the benefits of visioning for a group or organization?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What is your definition of the phrase “think outside the box”?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Are there issues, challenges, or problems with this group that need to be worked on? If so, what are they?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What ideas can you think of to address the issues, challenges, or problems identified in the previous question?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

The test of leadership:
Turn around and see if anyone is following you!
Do Something

Find a quote that you like about visioning and record it below. Share it with your team!

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Work with a partner to write a vision statement (overall goal) for this group. Each team will share their vision statement with the group. Then vote to adopt a vision statement that everyone likes, or combine several to come to a consensus on a vision statement. Here is an example of a vision statement for Texas 4-H. Use your creativity to come up with a great vision!

“The Texas 4-H Youth Development Program will continue to be a recognized leader in developing life skills, empowering youth and volunteers, and facilitating effective partnerships to create capable and responsible citizens.”

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

At Your Service

Create an activity to put your vision statement to work.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _____________
Lesson 11: Go for the Gold!

Defining Moment
A goal is
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Write On
What are the five attributes (characteristics) of a great goal?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What is a personal goal that you want to accomplish by the end of this year?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What is a personal goal that you hope to achieve within the next five to 10 years?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What you are going to do to reach those personal goals?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

If you could identify one goal for this group, what would it be?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Most of us serve our ideals with fits and starts. The person who makes a success living is the one who sees his goal steadily and aims for it unswervingly. —Cecil B. DeMille

You, too, can determine what you want. You can decide on your major objectives, targets, aims, and destination. —W. Clement Stone
Do Something

Find a quote that you like about goal setting and record it below. Share it with your team!
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Find an article online or in the newspaper or a book about goal setting. Summarize below the key points in the article or book.

Title of article or book: __________________________________________
Where did you find it?__________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

At Your Service

Identify something that you have difficulty doing or would like to do better, and create a goal to improve your skills. For example, if you are an average basketball player and could improve your free-throw skills, what can you do to improve?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date to accomplish this goal: ______________________
Goal accomplished: _____________
ANSWER KEYS FOR GAMES AND PUZZLES

Lesson 2: Game Corner

Word Scramble

Unscramble these words to find the correct answers that relate to the Communication Connection session.

mniotioacmoucn  Communication
 tgnilnesi     Listening
 bralev         Verbal
 yobd glinaguae Body Language
 yee ttaoccn    Eye Contact
 psisoxeresn   Expressions
Lesson 3: Game Corner

Word Search

Find the words in the grid below.

Balance    Respect
Commitment    Solutions
Communication   Talents
Cooperation    Teamwork
Goals     Trust
Lesson 5: Game Corner

Change What? Crossword Puzzle

Across
1. OPTIMISTIC – Having a positive attitude.
4. LEADERSHIP – Having a positive influence on other members of a group and helping the group to achieve its goals.
6. RESILIENT – Able to adapt to change.
7. FLEXIBLE – Another word for adaptable is __________.
8. INTERESTS – Resilient people have a variety of _________ and can use their strengths to benefit the group.

Down
2. PROBLEM – A _____ solver can look at issues in several different ways and come up with the pros and cons for each possible solution.
3. PERCEPTIVE – Understanding people and situations and adapting to work with them.
5. MOTIVATED – People who are resilient are self-_________ and have the drive to fulfill their dreams, no matter what obstacles they face.
Lesson 6: Game Corner

Problem Solved!

Solve the cryptogram below to discover a great quote about problem solving.

“Most people spend more time and energy going around problems than in trying to solve them.”  
—Henry Ford