

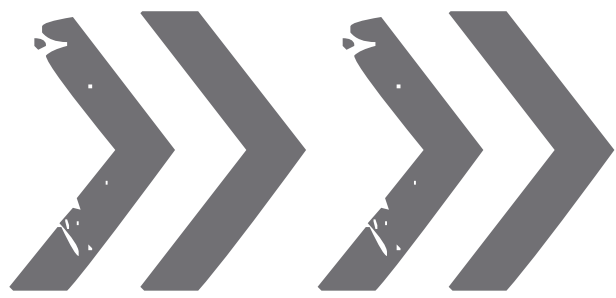


Leaders 4 Life

Youth Leadership Program

> Yea 4-H!
Take the Lead unit Youth workbook

Leaders 4 Life
Texas 4-H 



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.

mnitioacmouc _____

tgnilnesi _____

bralev _____

yobd glnguae _____

yee ttaocn _____

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.

N	R	E	N	P	H	G	S	S	E	J	G	T	U	P	M
D	W	Y	Y	H	J	K	R	J	H	V	U	P	H	S	N
T	N	E	M	T	I	M	M	O	C	Q	N	M	L	H	W
H	B	L	H	B	A	L	A	N	C	E	C	A	H	S	A
U	N	X	Y	V	F	X	G	A	W	E	O	D	O	N	T
I	R	T	Y	J	S	R	R	R	C	G	M	F	N	O	B
L	H	E	G	T	L	P	A	M	F	N	M	M	O	I	F
M	X	A	S	O	G	S	L	T	L	O	U	E	I	T	M
C	S	M	N	P	V	C	S	A	S	T	N	R	T	U	D
Z	G	W	R	P	E	M	E	L	H	J	I	E	A	L	H
G	Z	O	H	D	D	C	H	E	D	G	C	S	R	O	X
F	Z	R	V	H	N	T	T	N	V	R	A	S	E	S	T
E	X	K	L	S	R	N	Q	T	I	O	T	E	P	O	A
R	K	R	S	U	V	X	D	S	D	S	I	X	O	H	U
N	O	O	S	N	Z	V	P	T	I	K	O	T	O	H	S
N	S	T	W	T	J	M	H	F	E	Y	N	K	C	Y	T

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!

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.

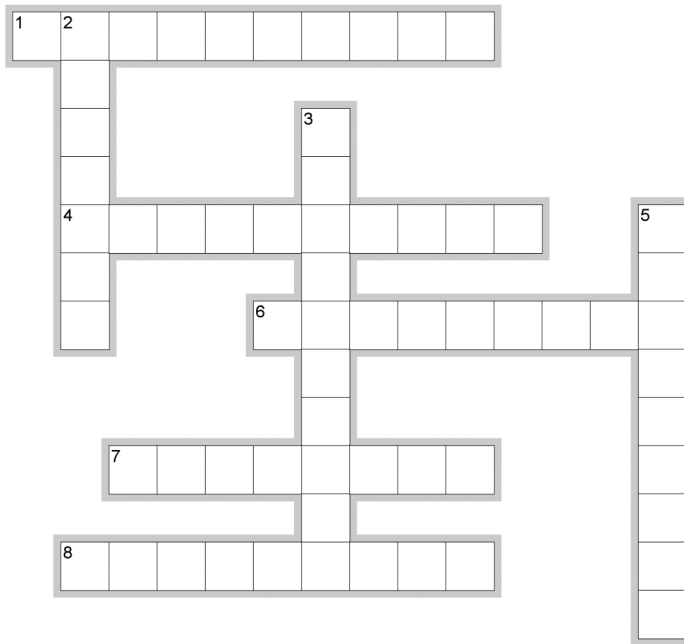


Game Corner

Change What? Crossword Puzzle

Word Bank

Flexible
Interests
Leadership
Motivated
Optimistic
Perceptive
Problem
Resilient



EclipseCrossword.com

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.

$\begin{array}{c} \text{O S} \\ \hline \text{V P A U} \end{array}$	$\begin{array}{c} \text{O} \\ \hline \text{F C P F O C} \end{array}$	$\begin{array}{c} \text{S N} \\ \hline \text{A F C K Y} \end{array}$	$\begin{array}{c} \text{O} \\ \hline \text{V P Z C} \end{array}$
$\begin{array}{c} \hline \text{U S V C} \end{array}$	$\begin{array}{c} \text{N} \\ \hline \text{B K Y} \end{array}$	$\begin{array}{c} \text{N} \\ \hline \text{C K C Z E Q} \end{array}$	$\begin{array}{c} \text{O N} \\ \hline \text{E P S K E} \end{array}$
$\begin{array}{c} \text{O N} \\ \hline \text{B Z P I K Y} \end{array}$	$\begin{array}{c} \text{O} \\ \hline \text{F Z P M O C V A} \end{array}$	$\begin{array}{c} \text{S} \\ \hline \text{U J B K} \end{array}$	
$\begin{array}{c} \text{N} \\ \hline \text{S K} \end{array}$	$\begin{array}{c} \text{N} \\ \hline \text{U Z Q S K E} \end{array}$	$\begin{array}{c} \text{O} \\ \hline \text{U P} \end{array}$	$\begin{array}{c} \text{S O} \\ \hline \text{A P O D C} \end{array}$
			$\begin{array}{c} \hline \text{U J C V} \end{array}$

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?

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.

mnitioacmouc

tnilnesi

bralev

yobd glnaguae

yee ttaoccn

psisoxeresn

Communication

Listening

Verbal

Body Language

Eye Contact

Expressions

Lesson 3: Game Corner

Word Search

Find the words in the grid below.

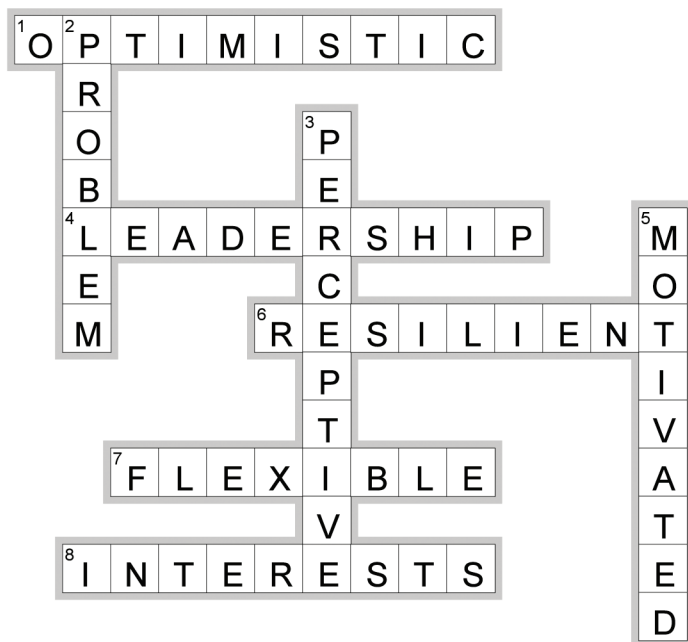


Balance
Commitment
Communication
Cooperation
Goals

Respect
Solutions
Talents
Teamwork
Trust

Lesson 5: Game Corner

Change What? Crossword Puzzle



EclipseCrossword.com

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

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