

How to Use This Facilitator's Guide

This guide is designed to help facilitators easily locate their place in the workshop process. It is designed for both a 2-day and 3-day workshop. We make recommendations on which activities should be included in each version.

Each unit begins with **Objectives, Agenda, and Specific Materials Needed.**

The teaching pages are organized by activity and contain complete step-by-step instructions for leading a session. A sample script is provided in quotes. *We encourage you to use your own voice and offer the scripts only as examples.* Guidebook page numbers referenced will be identified as either 2-day or 3-day. Icons in the left-hand column of each page highlight media or key instructions to be used. The following icons will help you use this guide:



Participant Guidebook



Bridge



PowerPoint™ Slide



Note



Discuss



Flipchart



Emphasis



Instruct



Video/DVD

Recommended Agenda

Two Day Schedule

Day One

Orienteering

8:00 – 8:30	Welcome and Introductions
8:30 – 10:00	Personal Best
10:00 – 10:15	BREAK
10:15 – 10:35	Leaders Make a Difference
10:35 – 11:00	Lecturette – The Five Practices®
11:00 – 12:00	LPI – description, analysis, small group work
12:00 – 1:00	LUNCH

Model the Way

1:00 – 1:30	Lecturette LPI Review Characteristics of an Admired Leader Credibility
1:30 – 2:00	EXPERIENTIAL: Personal Values Card Sort
2:00 – 2:20	EXERCISE: Credo Memo
2:20 – 2:40	VIDEO: Model the Way
2:40 – 2:45	Align Actions with Values
2:45 – 3:00	BREAK

Inspire a Shared Vision

3:00 – 3:30	Opening Lecturette LPI Review
3:30 – 4:30	When Visions are Clear “What is a Vision?” Lecturette AUDIO OR VIDEO: Martin Luther King, Jr.
4:30 – 5:00	Overnight Vision Assignment Final comments Individual prep time for vision assignment

Day Two

Challenge the Process

8:00 – 8:20	Opening Lecturette LPI Review
8:20 – 8:45	VIDEO: Challenge the Process and Debrief
8:45 – 9:30	Up for the Challenge/Outsight
9:30 – 10:00	Lecturette – Experiment and Take Risks Small Wins/Applaud Mistakes
10:00 – 10:15	BREAK

Enable Others to Act

10:15 – 11:00	Lecturette – Strengthen Others LPI Review EXERCISE: Powerful/Powerless
11:00 – 11:30	VIDEO: Enable Others to Act and Debrief
11:30 – 12:00	Lecturette – Providing Choice & Latitude
12:00 – 1:00	LUNCH
1:00 – 2:00	EXPERIENTIAL
2:00 – 2:45	Vision Presentations
2:45 – 3:00	BREAK

Encourage the Heart

3:00 – 4:00	Lecturette – Recognize Contributions LPI Review Most Meaningful Recognition VIDEO: Encourage the Heart and Debrief (optional)
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Committing

4:00 – 4:30	Commitments
4:30 – 5:00	Closing and Evaluations