

## Training Philosophy

**What I hear, I forget.**

**What I see, I remember.**

**What I do, I know.**

*Chinese proverb*

The **Step Up to Leadership** curriculum is hands-on learning. Participants are encouraged to share their experiences so they can apply them to their own situations and learn from one another.

Incorporating the experiences that participants share with the class as a whole, the instructor uses various techniques to facilitate resolution to real-life problems.

**Step Up to Leadership** was developed by community action agencies in the state of Missouri and University of Missouri Extension, with support from the State of Missouri Community Services Block Grant office and the Missouri Association for Community Action, Inc.

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# **Step Up to Leadership**



# Are you ready for Step Up to Leadership?

**Step Up to Leadership** is designed for income eligible, community-minded people wanting to make a difference. This includes:

- People who are willing to assume the responsibilities of board membership,
- People who want to work well in groups and develop strong working partnerships,
- People who want to be good leaders.

## Step Up to Leadership goals

Help new board members:

- Understand board responsibilities, parliamentary procedure, how to run a community meeting, and public speaking tips,
- Understand themselves and others and how to build strong relationships,
- Learn in a safe and fun environment.

## 12-session curriculum

Session 1: Come as You Are	<ul style="list-style-type: none"> <li>• Program orientation</li> <li>• Value of grassroots participation</li> <li>• Diversity and team building</li> <li>• Self-awareness and empowerment</li> </ul>
Session 2: Planning for Your Passion	<ul style="list-style-type: none"> <li>• Identifying your passion and where to make your community contribution</li> <li>• Setting goals, exploring values, and identifying personal strengths</li> <li>• Importance of a vision</li> </ul>
Session 3: Team Up	<ul style="list-style-type: none"> <li>• Collaborative leadership</li> <li>• Phases of group dynamics</li> <li>• Explore power and trust</li> </ul>
Session 4: Understanding Diversity	<ul style="list-style-type: none"> <li>• Deeper understanding of diversity</li> <li>• Social perpetuation of injustice</li> <li>• Methods to combat prejudice and institutionalize injustice</li> </ul>
Session 5: Embracing Diversity	<ul style="list-style-type: none"> <li>• Building relationships for an inclusive community</li> <li>• Identifying and respecting uniqueness</li> <li>• The importance of effective communication</li> </ul>
Session 6: All Aboard: The Legalities	<ul style="list-style-type: none"> <li>• How nonprofits work</li> <li>• Understanding legal standards that board members must follow</li> <li>• Roles and responsibilities for board members</li> </ul>
Session 7: All Aboard: The Practicalities	<ul style="list-style-type: none"> <li>• How to be an effective board member</li> <li>• How to review budgets and financial reports</li> <li>• Preparing to join a board</li> </ul>

Session 8: Meeting Manners and Matters	<ul style="list-style-type: none"> <li>• How to plan and conduct meetings</li> <li>• Basics of parliamentary procedure as explained in Robert's Rules of Order</li> <li>• Understanding the importance of meeting decorum</li> </ul>
Session 9: Conflict as Opportunity	<ul style="list-style-type: none"> <li>• Understanding conflict</li> <li>• Anger management</li> <li>• Process for resolving conflict</li> </ul>
Session 10: Speak Up, Speak Out	<ul style="list-style-type: none"> <li>• Tips to speak effectively and persuasively</li> <li>• Types of speeches</li> <li>• Impromptu public speaking</li> </ul>
Session 11: Funding the Way	<ul style="list-style-type: none"> <li>• Writing grants</li> <li>• Writing a resume and press release</li> <li>• Planning for graduation</li> <li>• Reflection: Where you started and where you are today</li> </ul>
Session 12: Stepping Out	<ul style="list-style-type: none"> <li>• Celebrate your learning experience</li> <li>• Make a commitment to public service and leadership</li> </ul>

**Income eligible** participants will receive a stipend for each meeting attended to help the participant with child-care and transportation expenses. **Income eligible leadership graduates** who participate in community organizations or groups will be eligible to apply for \$100-500 mini-grants to support their groups. Applications will be reviewed for consistency with East Missouri Action Agency's mission and values.

This program is offered free of charge to people who are interested in making a difference in their communities and are willing to commit to attending all 12 sessions. Each session is 2 ½ hours long and includes a light meal.