

Tools for Developing Leaders

Leadership Class Resources

This resource includes:

- Leadership Class Outline
- Leadership Class Application
- Leadership Class Planning Worksheet
- Leadership Class Logistics Planning Sheet
- Sample Completed Leadership Class Planning Worksheets

These resources were developed by:

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Contact them for more information.



2018-19 NCJW LEADERSHIP CLASSES

Session 1: Communications Strategies -October 10, 2018

Discover effective communication techniques for women in leadership. Learn how to communicate with a wide range of audiences overcoming stereotypes, biases and misconceptions.

Session 2: The Dynamics of Leadership — November 14, 2018

Gain insight into various leadership styles and perspectives. Develop effective decisions making strategies to accomplish goals and explore the strengths and skill sets that define a leader.

Session 3: Inside NCJW – December 12, 2018

Gain a deeper understanding of The NCJW organizational culture and how it drives our work. Learn how NCJW uniquely fits in the St. Louis nonprofit landscape.

Session 4: Achieving Life Balance- January 9, 2019

Learn to prioritize and balance commitments of family, work/volunteering and personal needs. Discover strategies for how to deal with balancing it all.

Session 5: Advocacy-- February 13, 2019

Discover effective ways woman can speak up for themselves and for the policy areas affecting the women, children and families NCJW serves.

Session 6: A Taste of Leadership Coaching--March 13, 2019

Learn the basics of leadership coaching to bring out the best in others. Together we'll explore how to find coachable moments, identify values that motivate, build confidence, identify options and deepen commitments

Session 7: Leadership Logistics- April 10, 2019

Acquire the tools and techniques you'll need to effectively lead a team, committee or organization

Session 8: Class Project Presentation and Graduation May 8, 2019

Leadership Class Application

■ PERSONAL INFORMATION:

Name:

Address:

City/State:

Zip:

Phones: home:

work:

cell:

E-mail:

Date of Birth:

■ EDUCATIONAL/WORK/VOLUNTEER EXPERIENCES:

Educational Background (since high school):

Work History:

Volunteer/Community Experience:

NCJW Current and Past Involvement:

(Give applicants the option to attach a resume)

■ Interest & Goals

Please limit each answer to 150 words.

(1) Why are you interested in participating in an NCJW-sponsored leadership program?

(2) What are your goals upon completion of this training?

(3) What do you feel are the issues facing NCJW in today's world?

REFERENCE:

Please include one reference letter with your application or have it sent to [INSERT EMAIL ADDRESS] or mailed to [INSERT ADDRESS] Your reference should include how long the person has known you and in what capacity and how the person feels you can benefit from the program, as well as what you will contribute.

Applications must be completed by July 15, 2018.

Leadership Class Planning Worksheet

Class #	Class Date	Class Subject/Title	Class Owners/Preferred Mtg Date Times
			1. 2. Chair Contact:

Overview of the Class (two sentences to describe what the class will learn)

Materials for the Class:

Pre-Reading Material : _____

Handouts: _____

Online References: _____

CLASS DETAILS:

TIME	Topic/Outcome (what do we want to achieve?)	Activity	Potential Speaker

CLASS LOGISTICS DETAILS

Location:

NCJW Office: _____

Other: _____

Class Set Up:

Horseshoe: _____

Boardroom: _____

Square: _____

Conference Room (table): _____

Breakout/#of people: _____

Materials:

Laptop _____

Screen _____

Blackboard _____

Flip Chart _____

Markers _____

Post-it Notes _____

Other _____

Leadership Class Planning Worksheet

Class #2	November 14, 2018	Leadership Style	Chairs:
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Timeframe	Agenda Item	Notes
5:30-6:00 PM	Dinner	EAT!! (my favorite)
6:00-6:30 PM	Welcome & D'var Torah Frame the evening session- definition of Leadership, etc. Present project?	Program chairs and Facilitator (Susan K.)
6:30-6:45 PM	Debrief one pre-assigned article on Leadership	Facilitator Article to be determined
6:45-6:55 PM	Break	
6:55-7:25 PM	Leadership from various perspectives: Panel of 3 leaders (Corporate, Non- Profit and Political): 10 minute presentations Potential questions: Speakers definitions of Leadership Their role in their arena Is Leadership different in these 3 perspectives?	Facilitator Potential speakers (in choice order) <u>Corporate</u> • Peggy Lents • Allison Hawks <u>Non-Profit</u> • June Fowler (BJC) • Yemi Akande-Bartsch (FOCUS) • Adrian Bracy (YWCA) <u>Political</u> • Jill Schupp • Stacy Newman • Tracy McCreery
7:25-8:00 PM	Questions for Panelists (Does St. Louis Cultivate Women Leaders?-potential opening question)	Facilitator, Panelists & Group
8:00-8:35 PM	Small group discussions with Panelists (3 groups)	Panelists & Group
8:35-9:00 PM	Wrap up: How can you use the information from this session in your lives?	Facilitator, Panelists & Group: Debrief in pairs and then whole group

Next steps: Solidify timeslots/agenda items, select speakers and article/s, determine logistics/AV if needed.

Leadership Class Planning Worksheet

Class #	Class Date	Class Subject/Title	Class Owners/Preferred Mtg Date Times
3	12/12/18	NCJW and Non Profit Landscape	1. Ellen Alper 2. Darien Arnstein Chair Contact:

Overview of the Class (two sentences to describe what the class will learn)

Provide an understanding of NCJW, our organizational culture and how it drives our work.
 The class will also learn about how NCJW fits within the nonprofit landscape in St. Louis.

Materials for the Class: (TBD)

Pre-Reading Material: _____

Handouts:

_Retrospective, NCJW Strategic Direction, NCJW Work in Israel, Program Brochures

_Advocacy Summary, Strategic Plan Summary

Online References: _____

CLASS DETAILS:

TIME	Topic/Outcome (what do we want to achieve?)	Activity	Potential Speaker (s)
6-6:15	Welcome Intro D'var Torah		
6:15-7pm	Understanding the Non Profit landscape in St. Louis and where NCJW fits		Deb Dubin, Gateway to Giving-DA Barbara Levin, Mo. Non Profit Assoc.-EA Cynthia Crim, Commerce Bank-EA Alternates: Elizabeth George, Deaconess Wendy Jaffe, TRIO Jane Callahan, Roblee
7-7:45	Create an awareness and appreciation of	Marlene Hammerman Evelyn Cohen	Panel of past NCJW Presidents to highlight

	NCJW History/Heritage. Relationship with National, Resolutions	Gerry Schiller Lise Bernstein	the organizations that were originally funded as NCJW service projects (i.e. Crown Center)
7:45-8pm (Break)			
8-8:45 8:45-9:00 PM	Paint a picture of NCJW today (Engage and Inspire): Who we are, What we do, How we do it, what sets us apart <u>Wrap Up</u>	Interactive Discussion Open Space activities (What 4 words describe NCJW; What's important to you; what are the barriers)	Ellen and Darien to present and facilitate discussion/activities

CLASS LOGISTICS DETAILS

Location:

NCJW Office: _____

Other: _____

Class Set Up:

Horseshoe: XX, with table for panel at front

Boardroom: ____

using a TED talk

Square: ____

Conference Room (table): ____

Breakout/#of people: ____

Materials:

Laptop xx_____

Screen xx-maybe, not sure if we are

Blackboard ____

Flip Chart xx__

Markers xx_____

Post-it Notes ____

Other _____