



Designing Your Leadership Class

MACRO & MICRO ORGANIZATION

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Hello!



April Goodman - Orcutt

Dana Pollock

- ❖ Teaching Leadership for **7 years**, advising for **11+ years**
- ❖ Teaching middle school 8th grade math since **1994**
- ❖ **10+** years attending CADA

- ❖ Advising Leadership: **5 years**
- ❖ Teaching middle school 7th & 8th grade Language Arts: **8 years**
- ❖ Teaching Media Production elective class: **6 years**
- ❖ **3rd** year attending CADA





Macro vs Micro

You need to think BIG and think SMALL all throughout the year.

We hope to give you some ideas to think about BIG structural items in your class (Macro) & give you some actionable items to put into place today (Micro)

Our plans

- Yearly calendaring
- Weekly scheduling
- Committees & Events
- Project Plans
- Student goals & self-evaluations
- Curriculum
- Projects



Leadership - full year course



Officers & Commissioners

Regular Students

6 Elected via Student Body

Step 1 - written application

5 Selected via interview

Step 2 - tasks & projects
(watch for leadership skills)

7th & 8th graders



Yearly Calendaring

*Plan out
holding dates
for all student
council events*

*Avoid event
burnout!
Create space*

*Collaborate with
admin & other
event leaders to
prevent repetition*

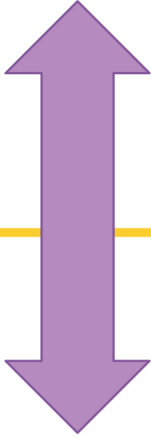
*Get your
students part
of the process!*

*Design for variety of
events & balance
throughout the year*



General Weekly Plans

Monday	Tuesday	Wednesday	Thursday	Friday
Motivation Mondays	Committee Meetings	7 Habits	Reflections	Workday





Creating Committees



Officers

- President, VP, Secretary
- Project approvals, Clubs, SC meetings



Homeroom

- Spirit Weeks



Social

- Dances



Treasury Committee

- Student Store, Ball Bin, Holiday Grams



Charity & Green Committee

- Charity events & Green Week



Technology Committee

- Website, Speakers/Equipment, Tech Guest Speakers, MITQ



Community Engagement

Committee

- Staff appreciation events



Public Relations &

Advertising Committee

- Video announcements & Instagram

Committee Meeting Expectations

- Officers prepare the agenda (action words/phrases - NOT only names of events) prior to the meeting
- Use a “running” notes **document** of Old Business, New Business, To Do List

Meeting Notes (Date):

Committee:

Attendance:

Old Business: (Unfinished topics that were covered in the last meeting and/or reviewing videos/posters that were created since the last meeting.)

New Business: (Going over upcoming events, brainstorming ideas for current media, presenting information discussed at other committee meetings.)

To Do List: (Work given to each member.)

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Project Planning



1 - Review	Students review previous project plans. LEARN from past issues to avoid. Don't need to "reinvent the wheel".
2 - Meet With Advisors	"Pitch" ideas & talk through potential plans. Make sure that students are headed in the right direction.
3 - Plan With Committee & Officer	Complete the Google Doc. Use the comments to review & check-in with each other. DO NOT "resolve" comments -- a good view of "thinking" during the planning process
4 - Approval	Officer approval → President/VP approval → Advisor final approval

COMMUNICATION

Evaluation & Feedback

1. The student leader seeks out evaluation and feedback from previous events to inform the planning and implementation of future events. The student leader plans ahead for potential problems.

Interpersonal Skills

1. The student leader takes initiative by assessing where a need exists, and assisting without being asked, when appropriate.
2. The student leader acknowledges and celebrates the strengths and accomplishments of others.

PERSONAL AND SOCIAL DEVELOPMENT

Group Dynamics

1. The student leader acknowledges different personality types and how to work together in an all-inclusive group setting.
2. The student leader appreciates the diversity of others, and the value of representing a diverse student body.

Goal Setting, Feedback, Evaluation

1. The student leader creates timelines for meeting goals and monitors progress to ensure on-time completion.

GOVERNMENT

Procedures

1. The student leader contributes to the creation of rules, regulations, agreements, and contracts for student-led activities.

CIVIC AND SERVICE LEARNING

Community Service

1. The student leader experiences and recognizes the benefit of serving others.
- 2.

Effective Meetings (Officer Specific)

1. The student leader utilizes inclusive meeting strategies for brainstorming, prioritizing, and project planning.

BUSINESS AND FINANCE

Advertising

1. The student leader demonstrates creative ways to advertise.

TECHNOLOGY AND DIGITAL CITIZENSHIP

Video and Photography

1. The student leader recognizes the role of video and photography in the promotion of positive school culture. The student leader includes a diverse cross-section of the student body when creating video or photo presentations to be shared school-wide.

Student Goals & Self-Reflection

- Constantly re-working our ideas!
- Using CADA's standards to provide structure
- Focused reflection questions to get students to think about what skills I've used rather than "how hard I worked"

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Part 3: Detailed Event Reflection

Select 1 event that you worked on (in any capacity) this semester to reflect on in the following questions.

1. Give the name of the event & your role (*this is something in the table from Part 2*)

2. Expand on the work that you did in this role. Explain in at least 3-5 sentences (you may have more to say depending on your role).

3. Write about one instance where you made a mistake & how you fixed it. How do you think you might "avoid" that in the future (*note that not all mistakes can be avoided in life!*)

4. When/who/how did you ask for help in your work? What did you learn by asking/receiving help in that situation?

Part 4: Committee Reflection

1. Explain how you participated in your committee. (Be specific - how did you prepare for meetings? In what ways did you display "participation" during the meetings - discussion, notes, brainstorming, etc.)

2. In what ways did you support other members in your committee this semester?

3. In what ways did your committee members support you this semester?

Student Goals & Self-Reflection

→ Constantly re-working our

ideas!

→ Using CADA's standards to provide structure

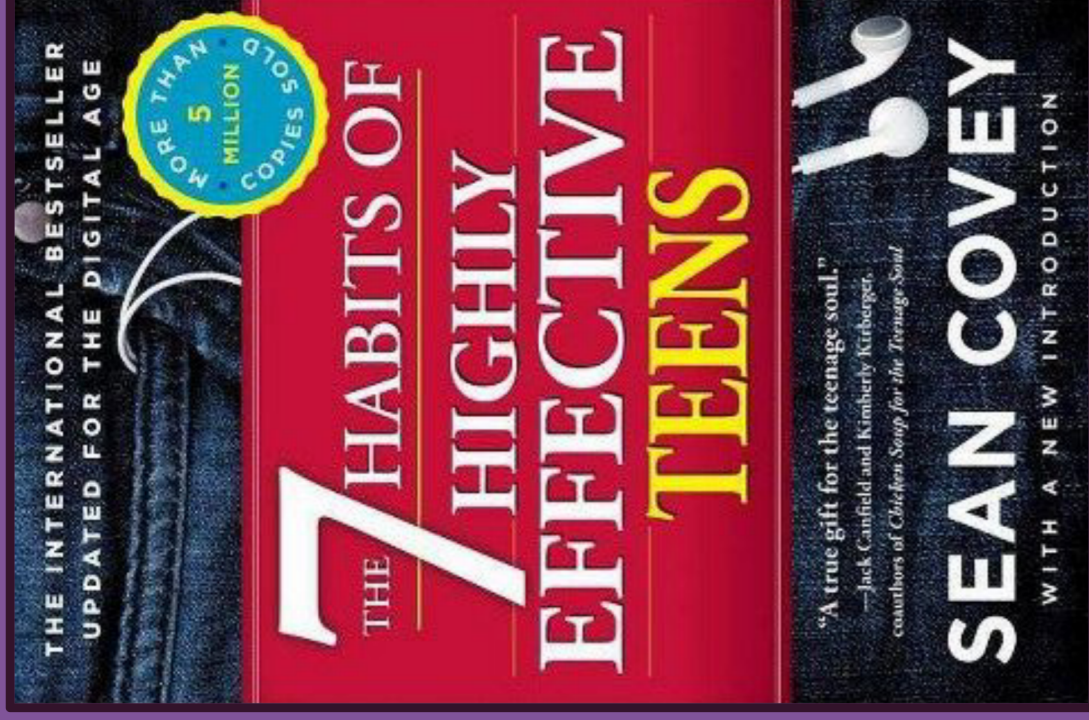
→ Focused reflection questions to get students to think about what skills I've used rather than "how hard I worked"

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Baby Steps

Personal Mission Statement



Skits & Role Play Communication Scenarios

[Click on image to go to site](#)



Sample Projects



Public Speaking

Presentations

Researching Leaders

Playlist of Your Life

Ignite Talks



Spirit Week Design

Monday	Tuesday	Wednesday	Thursday	Friday
Dress Up	Dress Up Lunch: Teacher Competition	Dress Up	Dress Up Lunch: Student Competition	Dress Up Lunch: Student + Teacher Competition



Thanks!

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