

## Effective Leadership Leader Guide/Facilitation Notes

### Summary of Three-Quarter Day (Four and One-Half Hour) Seminar Time Schedule

	Effective Leadership Facilitator/Workbook Page	
<b>15 Minutes</b>	Introduction of Participants	
<b>15 Minutes</b>	Introduction: <u>Effective Leadership</u>	
<b>15 Minutes</b>	Let's Get Rid of Management	p 2
<b>30 Minutes</b>	Leadership Questionnaire	p 3
<b>15 Minutes</b>	Leadership Defined	p 4
<b>90 Minutes</b>	<b>Break</b>	
<b>15 Minutes</b>	Management vs Leadership	p 5
<b>15 Minutes</b>	A Continuum of Decision-Making Behavior	p 6
<b>30 Minutes</b>	Small Group Activity: Museum Walk	p 6
<b>30 Minutes</b>	From Reactive to Proactive: The Empowerment Continuum	p 7
<b>90 Minutes</b>	<b>Break</b>	
<b>20 Minutes</b>	Stages of Individual Development and Empowerment	p 8
<b>10 Minutes</b>	Effective Leadership: A Model for Making Choices	p 9
<b>20 Minutes</b>	Four Basic Leadership Styles	pps 10-11
<b>30 Minutes</b>	The Effective Leadership Application Exercise	p 15
<b>10 Minutes</b>	Completion of Evaluations	p 18
<b>90 Minutes</b>		
<b>270 Total Minutes</b>		