

## **Training Philosophy**

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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.



*This project/program is funded 100% with federal funds received from the U.S. Department of Health and Human Services (HHS) provided by the Missouri Department of Social Services, Family Support Division.*

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.

# **Step Up to Leadership**

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**For those who want to  
Make a Difference!**

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**an Economic Security  
Corporation program**



# 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; and
- ◆ 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.

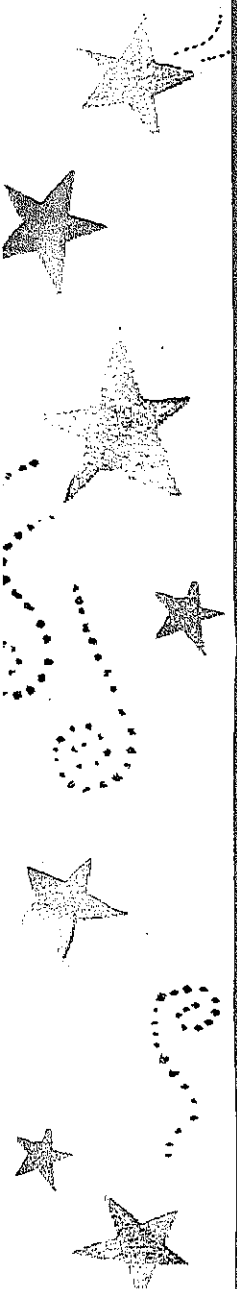
# 12-session curriculum

<b>Session 1:</b> 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>
<b>Session 2:</b> 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>
<b>Session 3:</b> 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>
<b>Session 4:</b> 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>
<b>Session 5:</b> Understanding Diversity	<ul style="list-style-type: none"> <li>◆ Building relationships for an inclusive community</li> <li>◆ Identifying &amp; respecting uniqueness</li> <li>◆ The importance of effective communication</li> </ul>
<b>Session 6:</b> 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>
<b>Session 7:</b> 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 the board</li> </ul>

<b>Session 8:</b> 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>
<b>Session 9:</b> Conflict as Opportunity	<ul style="list-style-type: none"> <li>◆ Understanding conflict</li> <li>◆ Anger Management</li> <li>◆ Process for resolving conflict</li> </ul>
<b>Session 10:</b> 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>
<b>Session 11:</b> 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>
<b>Session 12:</b> Stepping Out	<ul style="list-style-type: none"> <li>◆ Celebrating your learning experience</li> <li>◆ Make a commitment to public service and leadership</li> </ul>

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 Economic Security Corporation'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 2½ hours long and includes a light meal.



# About Step Up to Leadership

## Target participants:

Low-income people  
People with a passion, who want to make a difference  
People who are willing to assume the responsibilities of board membership  
People who want to feel more knowledgeable and effective in a board setting  
People who want to take on the challenge of leadership

Area board members: low-income  
Head Start parents  
Agency clients  
Tenant group members  
College students  
Members of new collaborations  
Neighborhood Watch group members

## How many participants are we looking for?

We would like to end up with at least eight or ideally 12 to 15 participants.  
Twenty is the *maximum* number to be accepted.

## Time frame and logistics: 12 Sessions, 2 & 1/2 hours each

Dates: March 14, 2016 through May 31<sup>st</sup>, 2016  
Hours: 6:00 p.m. to 8:30 p.m.  
A light meal will be served at each session

## Incentives:

- Graduates of the program will be eligible to apply for a \$100-500 mini-grant to support a project that they are passionate about in the community. Applications will be reviewed for consistency with Economic Security Corporation mission and values.
- Door prizes (optional)

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