

**MIDDLE SCHOOL LEADERSHIP WORKSHOP
OCTOBER 25, 2014
PLANTATION MIDDLE SCHOOL**

STAFF PLANNING MANUAL

7:30am-8:30am Onsite Registration/Continental Breakfast

Issue Name Tags
 Books
 Bags
 Shirts

8:30am-8:45am General Session One

Quick introductions
Team Formation

8:55am-9:35am Workshop Session One – Team Building

Ice breaker Activity Sears and Roebuck Catalogue

Team Building Activity Me Too!

Facilitator asks the questions, Delegates stand and shout “Me too!” every time a question pertains to them.

- I am a middle school student.
- I want to graduate from high school.
- I want to go to college.
- I belong to an organization that tries to do service projects.
- I hold an office in a school organization.
- I want to help my organization get better.
- I want to be a better leader.

If we agree on so much, why aren't we a team?

9:40am-10:20am Workshop Session Two - Goal Setting

Goal Setting Activity One Discussion

What are goals?

(Things that we want to accomplish personally or we want our group to accomplish)

Goal Setting Activity Two – Types of Goals

Short Range

Medium Range

Long Range

(Give examples of all three)

Explain Personal and group goals (give examples)

Meeting Skills Activity One - The Basics

Why are we holding this meeting?

If I am in Charge of this meeting, what things must I do?

(Plan and post the agenda, arrive early, make sure the room we are meeting in is adequate and arranged in the best way, start on time)

Meeting Skills Activity Two – the Agenda

What is the agenda?

Human Agenda

Issue the agenda strips to all group members. Have the group assemble itself in the correct order, starting with the beginning of a meeting to the end. When describing what the delegates are to do, do not use any of the words on the human agenda sheet.

Meeting skills Activity Three – The main motion

Define “main motion” – A motion made by a group member that if adopted, will require the group to take action.

Define “Second” – A second is required of all “Main Motions” to insure at least one group member wants to, at least debate the topic.

Show how to correctly make a motion.

11:55am-12:45pm

Lunch

12:45-1:25 Workshop Session Four – Planning and Problem Solving

Planning Activity One-Kush ball throw.

Have all members of the group stand in a circle. Issue a kush ball to one group member. Tell everyone that the person with the kush ball must lob, not throw, the kush ball to another member of the group. The project will be complete when the ball has passed through the hands of each member of the group. As they throw the kush ball they must announce their name, the recipient must say “Thank you _____“ upon receiving the kush ball. The recipients then lobs the ball to another member of the group announcing his/her name, the recipient says “Thank you _____“. When everyone in the group as received the ball, make them do again in the same order. When that is complete make them do it a third time, this time announcing that you are going to time them.

When they have completed the third round announce the time and say if I give you a few minutes to plan can you beat this time. Do it again. Ask the same question upon conclusion. Do this about three more times.

Then discuss why their final time was so much better than their first.

Planning Activity Two – Project Planning folders

Issue one folder to each delegate. Explain must do, should, do could do system of planning and prioritizing.

Explain the folder.

If time permits have groups plan and activity using a folder and post it notes.

Communications Activity One – Message Mix Ups

Ask five volunteers to leave the room. To begin, ask one of the volunteers to return. Read a message to this student. He she must repeat the message to the next volunteer called into the room. That volunteer must repeat the message to the third volunteer, the third to the fourth and finally, the fourth to the fifth.

Read the message to the first volunteer only once.

While you were out, your sister Louise called to say that your mother wanted you to go to the local store and buy three batteries for the flashlight, a gallon of milk and a loaf of whole wheat bread.

Repeat with five different volunteers and the message below.

A lady from the local Library says that the two books you borrowed from the library three weeks ago are overdue. She requested that you return them, at the latest, after school on Thursday of this week.

Discuss what a person can do to improve his/her listening skills.

Communications Activity Two – Posters and Banners

Pass out and review Steps to Super Signs and Poster Making Tips. Issue a poster and markers to each delegate and ask them to make a poster about an upcoming event in their school. If they can't think of one, they should make one up.

Evaluate the posters

Self-Awareness Activity - A place to stand

“A person that does not know what he stands for will fall for anything”

This above all: to thine own self be true, And it must follow, as the night the day, Thou canst not then be false to any man. Polonius, Hamlet, Act 1

“A leader must understand himself before he can attempt to understand and lead others.”

Introduce the part of their book that deals with self awareness. Have them start to fill out parts of it.

Self awareness Activity Two –CEO of me

If you and your life were a business, whom would you select to be your board of directors? Those who you take advise from. Fill in the names and reasons on your personal Organizational Chart

After completing his/her board of Directors have them answer the 8 questions on the second sheet.

5:15pm-6:15pm Final Team meeting

Added Task - Team must make a team shield representing all of the good qualities of your team

Complete all Tasks

6:30pm-7:30pm Dinner

7:30pm-9:30pm Final General Session

Teams will all make their presentations.

Present their Newspaper animal with an explanation

Explain their team colors

Explain their Team Shield

Their Three-minute presentation

9:30pm-9:45pm Candle Lighting Ceremony

9:45pm – 10:15pm

Dessert and Beverages

10:15pm plus Clean up, load up