

QUINTESSENTIAL LEADERSHIP: A Plan for Instruction

This plan is structured for unit-by-unit teaching, with suggested order of elements and approximate days of in-class time for completion. Some course work will overlap the instructional time from other units, as certain projects and assignments are designed for extended work and service. There is also listed a suggestion for the appropriate amount of time each Activity should need from start to completion outside of the instructional class period. Depending on how you use your instructional time and assignments, students may be required to complete certain portions outside of class. These are suggestions that correlate with the specific activities and materials in the Quintessential Leadership program. Use them in whatever fashion best fits your time frames and student needs.

UNIT 1: Service Leadership	Activity	Objectives	Time Required	Materials Needed
	Service Project	<ul style="list-style-type: none"> - Conduct service project to further the public good - Analyze the impact of citizen participation as a means of achieving social and political change - Experience the responsibilities of a citizen at the local, state, or federal level - Present information, findings, and supporting evidence so that others can follow in an appropriate fashion - Make strategic use of digital media to present and enhance understanding of findings 	3-6 Instructional Days 2 wks – 6 mo. Out of Class	Worksheets, Organizers, and checklists provided with course materials Optional/Additional: local volunteer resources, local guest speakers and civic leaders, field trips, Etc.
UNIT 2: Communication	Soft Skills Training	<ul style="list-style-type: none"> - Adapt speech to a variety of contexts, demonstrating command of formal English when indicated or appropriate - Understand and demonstrate the role and importance of nonverbal communication 	5-7 Instructional Days	Online videos: Skills to Pay the Bills by Department of Labor and "Your Body Language Shapes Who You Are" by Amy Cuddy

				Restaurant Etiquette handouts and quiz
	Public Speaking	<ul style="list-style-type: none"> - Adapt speech to a variety of contexts, demonstrating command of formal English when indicated or appropriate - Produce clear and cohesive writing in which the development, organization, and style are appropriate to task, purpose, and audience - Understand and demonstrate the role and importance of nonverbal communication 	2-4 Instructional Days 1-2wks Out of Class	Restaurant Etiquette handouts and quiz Make Your Partner a Star handout Leadership Quote list Random nouns on slips of paper Online video, "How To Speak So That People Will Listen" by Julian Treasure
	Listening	<ul style="list-style-type: none"> - Analyze various accounts of a subject told in different mediums, determining which details are emphasized in the accounts - Understand and demonstrate the role and importance of nonverbal communication 	3-5 Instructional Days 5-7 Days Out of Class	Grading rubric Quiet, soothing nature soundtrack Nonverbal Listening test sheet How Well Can You Follow Directions? Wksht Online video, "Be Interested, Not Interesting", by Quint Studer <i>Habitudes</i> book series article, <i>The Indian Talking Stick</i>
	Writing		2 Instructional Days	Bio Profile/Brag Sheet example

			1 wk Out of Class	Sample format for envelopes/mail Business Letter Format example
	Netiquette	<ul style="list-style-type: none"> - Adapt speech to a variety of contexts, demonstrating command of formal English when indicated or appropriate - Produce clear and cohesive writing in which the development, organization, and style are appropriate to task, purpose, and audience 	3 Instructional Days	Netiquette handout Chapter from <i>The Great Employee Handbook</i> Sample poor email example Online video, "Got It" by Quint Studer Netiquette Quiz
UNIT 3: Budget/Finances	Allen Iverson	<ul style="list-style-type: none"> - Apply strategies for self-improvement based on individual strengths and needs - Define processes involved in problem solving and decision making 	3 Instructional Days	
	Tale of Two Credit Scores	<ul style="list-style-type: none"> - Apply strategies for self-improvement based on individual strengths and needs - Define processes involved in problem solving and decision making 	2 Instructional Days 2 Days Out of Class	
	How Much Do YOU Cost?	<ul style="list-style-type: none"> - Apply strategies for self-improvement based on individual strengths and needs - Define processes involved in problem solving and decision making 	1 Instructional Day 2-5 Days Out of Class	

		- Assess whether individual or collaborative decision making is needed to make a healthy decision.		
	Budgeting for Events	- Assess whether individual or collaborative decision making is needed to make a healthy decision. - Define processes involved in problem solving and decision making	.5 Instructional Day	
UNIT 4: Goal Setting and Priorities	SMART Goals / Goal Setting Worksheet	- Reflect on appropriateness of designed goal-setting plans; alter plans when appropriate; make future plans for goal achievement based on successes and failures - Use effective time management, planning, and organization skills and strategies, including a visual schedule or planner, setting goals and priorities, and locating, organizing, and sorting information	1 Instructional Day	SMART Goals / Personal Goal Setting Wksht.
	How do you do Life?	- Reflect on appropriateness of designed goal-setting plans; alter plans when appropriate; make future plans for goal achievement based on successes and failures	1 Instructional Day 2wks – 1mo. Out of Class	How Do You Do Life? Assignment sheets
UNIT 5: Organization and Time Management	Portfolio/Binder	- Use effective time management, planning, and organization skills and strategies, including a visual schedule or planner, setting goals and priorities, and locating, organizing, and sorting information	Duration of Course	

Organization Practice	<ul style="list-style-type: none"> - Use effective time management, planning, and organization skills and strategies, including a visual schedule or planner, setting goals and priorities, and locating, organizing, and sorting information - Reflect on appropriateness of designed goal-setting plans; alter plans when appropriate; make future plans for goal achievement based on successes and failures 	1 Instructional Day	Time Sheets with 'Surprise' Appointment items
Time Use Logs	<ul style="list-style-type: none"> - Use effective time management, planning, and organization skills and strategies, including a visual schedule or planner, setting goals and priorities, and locating, organizing, and sorting information 	1 Instructional Day 1wk Out of Class	Time Use Log Sheets
Time Wasters and Time Management wkshts	<ul style="list-style-type: none"> - Reflect on appropriateness of designed goal-setting plans; alter plans when appropriate; make future plans for goal achievement based on successes and failures - Use effective time management, planning, and organization skills and strategies, including a visual schedule or planner, setting goals and priorities, and locating, organizing, and sorting information 	1 Instructional Day	Time Wasters and My Time Management Rating sheets
Time Management Jar	<ul style="list-style-type: none"> - Reflect on appropriateness of designed goal-setting plans; alter plans when appropriate; make future plans for goal achievement based on successes and failures - Use effective time management, planning, and organization skills and strategies, including a visual schedule or planner, setting 	1 Instructional Day	Large Jar Golf Balls Marbles Sand Water

		goals and priorities, and locating, organizing, and sorting information		
UNIT 6: Conflict Resolution and Feedback Management	Conflict Management Style Survey	- Reflect on failures and successes through self-evaluation and acknowledging constructive criticism.	1 Instructional Day	Conflict Management Style Survey
	Conflict Resolution Activity	- Use appropriate social skills and strategies to interact with peers and adults across settings, such as cooperative learning, participating in small and large groups, giving and accepting appropriate feedback, assuming leadership roles, and resolving conflicts. - Reflect on failures and successes through self-evaluation and acknowledging constructive criticism.	1 Instructional Day	Activity Instruction Sheet Monopoly Money
	Peer Evaluations	- Improve on a performance or project using various self-assessment tools, coaching, feedback, and/or constructive criticism	2 Instructional Days 2 days Out of Class	Feedback card sheet, cut up into individual cards; enough for each student to have 4 or more.
UNIT 7: Foundations of Leadership	Personality Profiles	- Identify individual personality traits and incorporate this knowledge into producing healthy decision making, group activities, and positive interactions with others that encourage growth and success.	1-3 Instructional Days 1-3 Days Out of Class	One or more of a variety of analytics (Meyers- Briggs, MBS, Jung Typology Test, any one of a number of free online resources, etc.)
	Mentoring	- Recognize the roles and responsibilities experienced members of an organization have for the continuing success of the	1-2 Instructional Days	Chapters from <i>The Great Employee Handbook</i>

		organization and act intentionally toward positive results.	1 Day Out of Class	Mentoring Assignment First 90 Days Assignment
	Rounding		2-4 Instructional Days	Rounding Log Sheets
	Emotional Bank Accounts		2 Instructional Days	Chapter from <i>The Great Employee Handbook</i> Wheel of Leadership wksht.
	Running Effective Meetings		2-4 Instructional Days	WOW card sheet Chapter from <i>The Great Employee Handbook</i> Partly Pro Handouts (examples included, but you may choose another if you prefer)
	Character Development		Minimum 2 Instructional Days	Partly Pro Test Chapter from <i>The Great Employee Handbook</i>
			Minimum 45 Instructional Days*	Suggested use of <i>Habitudes</i> curriculum by Tim Elmore, <i>The Iceberg</i> article.
			Maximum 70 Instructional Days**	
TOTAL:				

*At *minimum*, this curriculum will fill an entire 9 weeks of daily instruction.

**In an exclusive leadership class, it will likely take a semester once other basic activities are included, or if any supplemental materials are added.

If used as part of a Student Council/Student Government course, it will likely take the entire school year to complete once other activities and responsibilities are taken into account.