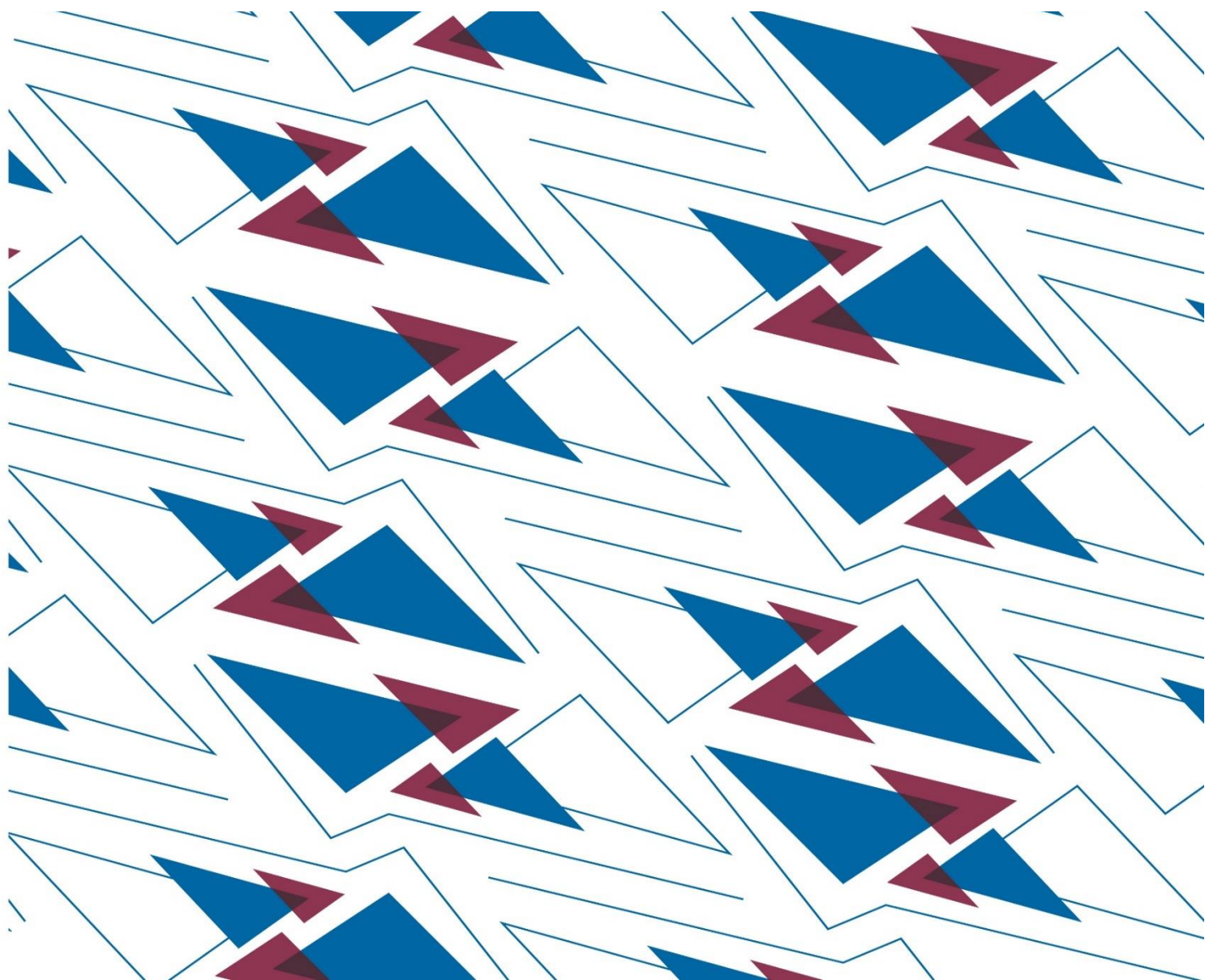


Facilitation Booklet
WINTER 2015

FIRST YEAR LEADERSHIP EXPERIENCE



LAKER **LEADERSHIP**
PROGRAMS
FYLE FACILITATOR'S GUIDE

LAKER **LEADERSHIP**
PROGRAMS

FYLE Staff – Winter 2015

Dear Facilitators,

We are happy to see that you have chosen to be a part of the First Year Leadership Experience at Grand Valley State University! The First Year Leadership Experience (FYLE) is designed to introduce the idea of leadership development to our students in a structured and strategic fashion while immersed in a casual and fun learning environment. As volunteer facilitators for this program, you will be assisting us to guide our FYLE participants through the first stage of the Social Change Model, which examines leadership from a personal lens. The core Laker Leadership programs are based on this model and serve as a driving force for the curriculum used in each program. We encourage FYLE participants to continue their leadership development through participating in our programs and gain an understanding of leadership through the different lens.

We are pleased to include our Laker Leadership Interns and select student leaders as student facilitators for this program. As our “student experts,” these individuals play an important role in helping FYLE participants connect the information presented at FYLE to the life of a GVSU student. Additionally, we are delighted to include student affairs professionals and graduate students in the College Student Affairs Leadership program as members of the facilitation team! These individuals serve as mentors to our student facilitators and offer an important perspective as experienced leaders in a collegiate setting.

You are now a part of the trailblazing Team Leadership & Service! We welcome you as part of the family and offer you our assistance throughout the whole journey of the FYLE. Thank you for graciously giving your time to help impact our Grand Valley State University students.

Your Colleagues in Student Affairs,

Mario Adkins
Leadership Development Graduate Intern
Laker Leadership Programs

Valerie Guzman
Assistant Director, Office of Student Life
Laker Leadership Programs
Community Service Learning Center

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Schedule and Curriculum

(all weeks include at-a-glance schedule, extended schedule, and activity pages)

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Pre-Training Checklist

- Facilitator Pre-Training To Do List
 - Provide Mario with staff bio and photo
 - Answer facilitator sharing questions
 - *Why you chose to be involved in this program*
 - *What you hope to gain out of this experience*
 - *What the group can depend on you for throughout the FYLE*
 - *Interests*
- Prior to Training
 - Mario will determine facilitator partners
 - Compile bios for the manual
 - Assign facilitators to large group sessions

Facilitator Training Overview

- Welcome and Introductions of FYLE Facilitators
 - Facilitator Sharing (questions answered previous to the training)
- Overview of Training Agenda
- Introduction to Your Role
- Overview of FYLE Weeks 1-3
 - Highlight small group times
 - Announce large group facilitator
 - Q&A
- Facilitation Technique Role Playing / Break
- Overview of FYLE Weeks 4-6
 - Highlight small group times
 - Announce large group facilitation
 - Q&A
- Facilitator partner time (discuss)
 - Review agenda for small group time (particularly the 1st week) and determine who will lead each part
 - Discuss ice breaker for small group time
- Wrap up items to discuss
 - Review 1st week- facilitator roles for check in, large group to/from, dismiss
 - Missing bio or photos
 - Q&A

Meet the FYLE Staff



Mario Adkins is the Research Analyst in Higher Education at GVSU's College of Education. Working in this department has afforded Adkins the unique opportunity to work in both student and academic affairs, working with students in extracurricular activities and educational endeavors respectively. In his downtime, he enjoys drawing, video games, reading, volunteering in the community, philanthropic activities, and writing, more specifically writing articles for The Student Affairs Collective and for professional scholarly journals.

Valerie Guzman joined the GVSU Office of Student Life staff in August 2008 as one of several assistant directors. She directly oversees the Laker Leadership Programs and the Community Service Learning Center staff, programs, and resources. Additionally, Valerie serves as a resource for all Service & Advocacy groups on campus and is the direct advisor of several service organizations at GVSU, including Alternative Breaks. Prior to arriving at GVSU, Valerie spent several years in Miami, FL working with a very active service and leadership office. Valerie earned her undergraduate degree from Central Michigan University and M.Ed in College Student Affairs Leadership at GVSU. She is originally from the Grand Rapids area. Valerie loves working with GVSU's developing leaders and those who are passionate about serving their community.



LAKER LEADERSHIP PROGRAMS

We believe that every student has the potential to become a great leader and Laker Leadership Programs offers leadership opportunities for students at a variety of levels.

No matter what your leadership role may be, there are many resources available through the Office of Student Life to help you to become a successful and knowledgeable Grand Valley leader. Each program has been specifically designed to meet the needs of leaders at different levels. Each participant in these programs will gain the skills that they need to continue their development at any stage, and become an effective and influential leader on campus.

The Office of Student Life, in collaboration with several other university resources and groups, provides leadership training, development, and experiences for students and student organizations. This initiative attempts to assist in learning and applying new leadership techniques in a social and engaging environment. These programs offer opportunities for emerging, intermediate, and advanced leaders.

OUR MISSION AND PHILOSOPHY

The Laker Leadership Programs encourage students to grow as life long leaders of integrity who promote civic engagement and social change within their professions and communities.

Our philosophy of leadership is based on the idea that leadership can be learned and that even experienced leaders can continue to learn new concepts. We also support the notion that leadership is a collaborative group process that is inclusive of all participants. In addition, our leaders are educated on the importance of leadership within the greater community.

GUIDED BY THE SOCIAL CHANGE MODEL OF LEADERSHIP DEVELOPMENT

Social change refers to creating *positive change* within the community which in some way benefits the community. Social change leaders are those who work collaboratively to ensure that change occurs. Some have described social change leaders as being focused on collective action, shared power, and having a passionate commitment to social justice and civic engagement.

The Social Change Model specifically focuses on strengthening:

Individual Values * Group Values * Societal Values

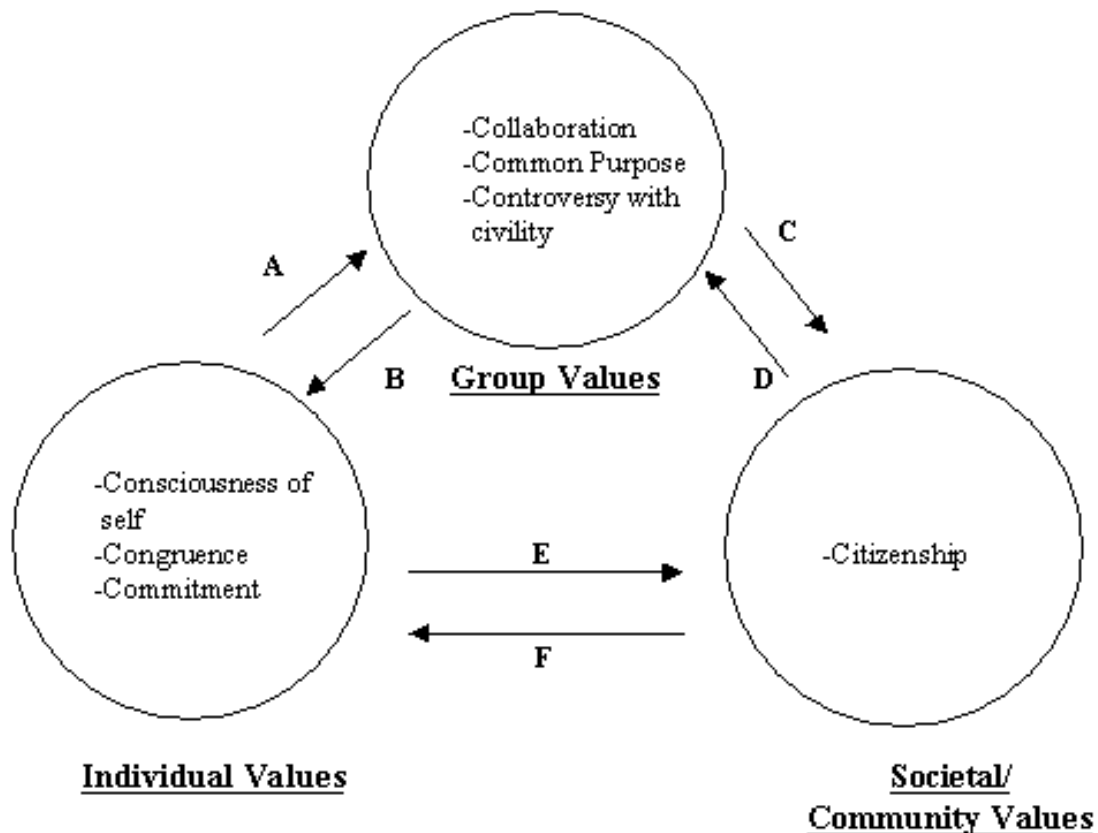


Figure 1. The 7 C's organized by level of focus

Week One (at-a-glance)

Time	Activity	Audience/ Staff Coverage
6:30 pm	Welcome/Introductions	Grad and Interns
6:40 pm	Ice Breakers	Interns
7:00 pm	Goal, Expectations, & Agenda	Grad
7:10 pm	Leadership Basics <ul style="list-style-type: none"> • Refer to leadership definitions • What is leadership? • Introduce Social Change Model • Definition we use • Relational Leadership 	Large group
7:30 pm	<ul style="list-style-type: none"> • Team builder activity • Debriefing • Team name and cheer 	Small Group
7:50 pm	Path Goal Leadership	Large Group (Facilitator Partners)
8:15 pm	Check-in <ul style="list-style-type: none"> • Next week time/location <ul style="list-style-type: none"> ➢ Assign Diversity Map and Cultural Artifact to be filled out for next time as well as • Be ready to present team name 	Large Group
8:30 pm	Week One ENDS Facilitators quickly touch base	Facilitators

Week Two (at-a-glance)

Time	Activity	Audience/ Staff Coverage
6:30 pm	Energizer #2/ Welcome/Recap- Relational Leadership Team introductions! Team cheers	Interns
6:45pm	Introduce Intercultural Competence, Humility and Inclusion Steps to Communicating cross-culturally	Large Group (Facilitator Partners)
7:35 pm	Cultural Sharing Item/Diversity Map Allow participants to share map. Debrief.	Small Group
7:50 pm	Cultural Sharing Item/Diversity Map Debrief	Large Group
8:00 pm	Introduce Servant Leadership (10 min.) <ul style="list-style-type: none"> • Concepts, 10 Key elements, Values Servant Leadership (15 min.) <ul style="list-style-type: none"> • Why be a servant leader • Activity- Personnel connection Debrief	Large Group (Facilitator Partners)
8:25 pm	Reminder of location & time of next week	Large Group
8:30 pm	Week Two ENDS Facilitators quickly touch base	Facilitators

Week Three (at-a-glance)

Time	Activity	Audience/ Staff Coverage
6:30 pm	Mixer/Group Energizer #3 Welcome and Recap-	Interns
6:45 pm	Introduce Values vs. Ethics <ul style="list-style-type: none"> • What are values • 4 categories (Values Sampler) • Values vs Ethics- What's the difference Values Ranking Worksheet	Large Group (Facilitator Partners)
7:05 pm	Building a Leader <ul style="list-style-type: none"> • Revisit and process top 5 values further • Who represents leadership to you? (15 mins) • Revisit relational leadership (5 mins) • Own Values system (worksheet) only select a few Congruence & Ethics <ul style="list-style-type: none"> • Defining congruence Congruence worksheet "Identifying Individual Values"	Small Group
7:25 pm	Ethical decision making and critical thinking <ul style="list-style-type: none"> • Assumptions about Ethical Leadership 5 principals of decision making	Large Group (Facilitator Partners)
7:50 pm	Case Study (Scenarios) <ul style="list-style-type: none"> • Break into small groups, stay in large room (5 mins) Critical thinking Components and 6 steps to Effective thinking and problem solving	Large Group (Facilitator Partners)
8:15 pm	Reflection Written &/or discussion	Small Group
8:30 pm	Week Three ENDS Facilitators quickly touch base	Facilitators

Week Four (at-a-glance)

Time	Activity	Audience/ Staff Coverage
6:30 pm	Mixer/Energizer #4- Recap	Interns
6:40 pm	True Colors	Large Group (Valerie)
8:25 pm	Conclusion	Large Group (Valerie)
8:30 pm	Week Four ENDS Facilitators quickly touch base	Facilitators

Week Five (at-a-glance)

Time	Activity	Audience/ Staff Coverage
6:30 pm	Leadership University	Interns
6:45 pm	Commitment <ul style="list-style-type: none"> • Laker Values Leadership on Campus (10 mins)	Large Group (Grad)
7:05 pm	Find Your Niche- Interest Sessions (Break off into areas of interest)	Large Group (Grad)
7:55 pm	Goal Setting and sharing <ul style="list-style-type: none"> • S.M.A.R.T goals and types (long vs. short) Write out goals and talk about them	Small Group
8:15 pm	Journey Continues <ul style="list-style-type: none"> • go over Leadership and Service Opportunities 	Large Group (Grad)
8:20 pm	Introduce the Personal Commitment Action Map 5 Bold Steps	Large Group (Grad)
8:25 pm	Close and ask for Nominations for Exemplary Leader Award for FYLE	Small Group
8:30 pm	Week Five ENDS Facilitators quickly touch base	Facilitators

Week 6 (at-a-glance)

Time	Activity	Audience/ Staff Coverage
6:30 pm	Speed Networking	Large Group (Grad and Facilitators)
7:00 pm	Create Personal Commitment Maps <ul style="list-style-type: none"> • complete map (15 mins) • Sharing within small group (15 mins) Assessment ** (5 mins)	Small Group
7:30 pm	Split in half (if needed) to proclaim BOLD Steps	Large Group (Grad)
7:45 pm	Touch Someone Who...	Large Group (Interns or Grad)
8:15pm	Graduation <ul style="list-style-type: none"> • Recipient of Exemplary Leader gives speech • Facilitators/staff message • Take group photo • Mingle and chat! 	Large Group (Grad)
8:30 pm	Week Six ENDS Facilitators quickly touch base	Facilitators