

Training Philosophy

What I hear, I forget.

What I see, I remember.

What I do, I know.

Chinese proverb

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 utilizes various techniques to facilitate resolution to real-life problems.



Step Up to Leadership was developed by Community Action Agencies in the state of Missouri and the University of Missouri Extension with support from the state of Missouri Community Services Block Grant office and the Missouri Association for Community Action, Inc.



**COMMUNITY ACTION
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**COMMUNITY ACTION
AGENCY OF ST. LOUIS
COUNTY, INC.**

STEP UP TO LEADERSHIP



**New Session begins
March 24, 2011**

**Weekly sessions will be held
Thursday evenings
from 5:30 to 8:00 p.m.
@ CAASTLC, Inc.**

**Contact Janice MckInney, (314) 446-4429,
to register or request more information**

STEP UP TO LEADERSHIP

STEP UP TO LEADERSHIP! 12 Session Curriculum

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 procedures, how to run a committee meeting, and public speaking tips;
- Understand themselves and others and how to build strong relationships; and
- Learn in a safe and fun environment



Session 1 Come As You Are	<ul style="list-style-type: none"> • Program orientation • The value of grass roots participation • Diversity and team building • Self-awareness and empowerment
Session 2 Planning for your Passion	<ul style="list-style-type: none"> • Identifying your passion and where to make your community contribution • Setting goals, exploring values and identifying personal strengths • Importance of a vision
Session 3 Team Up	<ul style="list-style-type: none"> • Collaborative leadership • Phases of group dynamics • Explore power and trust
Session 4 Under- standing Diversity	<ul style="list-style-type: none"> • Deeper understanding of diversity • Social perpetuation of injustice • Methods to combat prejudice and institutionalize injustice
Session 5 Embracing Diversity	<ul style="list-style-type: none"> • Building relationships for an inclusive community • Identifying and respecting uniqueness • The importance of effective communication
Session 6 All Aboard: The Legali- ties	<ul style="list-style-type: none"> • How nonprofits work • Understanding legal standards board members must follow • Roles and responsibilities for board members
Session 7 All Aboard: The Practi- calities	<ul style="list-style-type: none"> • How to be an effective board member • How to review budgets and financial reports • Preparing to join a board
Session 8 Meeting Manners and Meet- ing Matters	<ul style="list-style-type: none"> • How to plan and conduct meetings • Basics of parliamentary procedure as explained in Robert's Rules of Order • Understanding the importance of meeting decorum
Session 9 Conflict As Opportunity	<ul style="list-style-type: none"> • Understanding conflict • Anger management • Process for resolving conflict

Session 10 Speak Up! Speak Out!	<ul style="list-style-type: none"> • Tips to speak effectively and persuasively • Types of speeches • Impromptu public speaking
Session 11 Funding the Way	<ul style="list-style-type: none"> • Grant writing • Writing a resume and a press release • Planning for graduation • Reflection: Where you started and where you are today
Session 12 Stepping Out!	<ul style="list-style-type: none"> • Celebrate your learning experience • Make a commitment to public service and leadership

This program is offered free of charge to anyone who is interested in making a difference in their community and who is willing to commit to attending all 12 sessions. Each session is 3 hours long and includes a light dinner.

- A \$20.00 stipend will be paid for each meeting attended to help the low-income participant with childcare and transportation expenses.

Leadership graduates who participate in a community organization/group may be eligible to apply for a \$100 to \$500 mini-grant to support their group. Applications will be reviewed for consistency with CAASTLC, Inc.'s mission and values.