

Europe Region Leaders Workshop

Must Read

Dear Trainer,

This training aims to equip future leaders with the knowledge and skills that are needed to deliver the programs efficiently. Please, keep in mind that you are most probably providing training to people who are not experienced in leadership. The training contains essential basic skills that leaders need to have before the program delivery. It is vital for the training delivery to create a positive environment as participants may be stressed about their new role - encourage participants to raise their questions and queries anytime. Be open-minded and supportive, and use your energy to inspire future leaders' deep engagement with program delivery.

The skills to be successful leaders are skills that are learned! This is the training motto, and you need to make the participants believe it. This is a basic training for project leaders, which will prepare them well for their leader role. Underneath each slide, you will find the corresponding notes. Please learn them very well and do not miss anything written there. You are welcome to supplement the notes.

The content of the training is divided into chapters: each chapter topic is an essential step in a leader's skills development.

The training is designed to be as interactive as possible, with activities following the training. After discussing an important skill, please do the exercise that follows, as we want to enable future leaders to apply what they have learned.

Short breaks are recommended every hour.

Тhe **first five slides are introductory**. These will help you create an atmosphere of trust for the upcoming training.

The **5P rule** introduces the motto, “The skills to be successful leaders are skills that are learned!” Please do not hesitate to repeat it during the day.

Our **support** chapter presents the project materials (guidebooks and guidelines) that Convoy will provide for the leaders. It is a good idea to have examples with you for perusal.

*Short break time.*

The **Self-preparation** chapter guides leaders to what they should be paying attention to before the meeting - the preparation at home.

The **Meeting environment** chapter is related to the setting up of the space/room in which the meetings will take place and the effectiveness of seating arrangements. The suggestions given are another step towards proper preparation.

The **Meeting opening** chapter contains two parts**:** the introduction and the meeting rules. Support future leaders in creating an influential self-introduction and give time for discussion of the meeting rules. The leaders should see the meeting rules as the framework that will support them during the meetings.

*Take a short break as the next topic is an extensive one.*

The **Communication** chapter presents the role of nonverbal communication in message delivery. It will be great to deliver this chapter in a more interesting way using your body language to show “good” and “bad” examples.

*After the ACTIVITY, take a lunch break.*

The **Speak with confidence** chapter is related to how to deliver the meetings with confidence in order to be a successful leader.

*Take a short break after the ACTIVITY*

The **group management** chapter gives future leaders helpful suggestions on managing a group during meetings. The most common problems when working in a group are discussed. However, leaders will certainly experience situations that are not covered here. The most important thing is for leaders to

understand the nature of their role.

*Take a short break after the ACTIVITY*

The **leadership** chapter explores the core idea of leadership as a

transformational journey that benefits the leaders and participants.

The **Personal Development Plan** chapter explains that the main aim for our leaders is to develop their own personal development plan. The personal development plan should contain the goals that the person would like to achieve.

*Take a short break after the ACTIVITY*

The **Reflection** chapter explains how to use reflection as a practice in its simplest form, thinking about or reflecting on what you do. It is closely linked to the concept of learning from experience, in that you think about what you did, and what happened, and decide from that what you would do differently next time.

*ACTIVITY – reflect and close the training with a group sharing and discussion of the participants’ overall experience of the training.*