

# CATCH A RISING STAR

## INSTRUCTOR GUIDE

### OUTLINE

The following will help any instructor work their way through the Catch a Rising Star program. The PowerPoint and activities included in the program are designed so that any instructor can add their own touch to how the material is presented. Read through this Guideline prior to your actual workshop. Get yourself familiar with the material and the tone you want to set and most importantly the message you want to keep throughout the entire workshop. Remember, not everyone learns the same way. So presenting this workshop has been developed to include some participant interaction as well as presentation style. It has been designed with handouts as well as visual aids with the PowerPoint. Take to the Governor Elect and find out what he is hoping to accomplish by holding this Catch a Rising Star workshop and help him achieve this goal.

### PURPOSE

The ultimate purpose of the Catch a Rising Star workshop is to help foster and develop skills and present opportunities to the up and coming Optimist Leaders in our organization. Without new people willing to take on new responsibilities we will be unable to grow and move forward as a successful organization.

### HOW TO PREPARE

- Read this guide
- Look through the PowerPoint well in advance of the workshop day
- Contact your Governor Elect and discuss his goal for the workshop
  - Be prepared to offer the Governor Elect sample letters for to be sent to District members looking for nominees to attend the workshop
  - Be prepared to offer the Governor Elect sample letter to be sent to invite the nominated members
  - Ask your Governor Elect how many attendees are expected
- Print off the handouts with extras in case more attend then you are expecting
  - Attendee Agenda (1 or 2 per table)
  - Instructor Agenda
  - Closed Communication Activity
  - Open Communication Activity
  - Communication Style Inventory Quiz
  - Communication Style Breakdown
- Ensure you will have access to a projector and screen at the venue
- Consider having extra pens/pencils and paper on hand
- You may wish to have a chalkboard, whiteboard, easel and markers to aid in your presentation

# AGENDA

## WELCOME

Since it was likely the Governor Elect who invited these attendees it would be logical to have him welcome everyone to the workshop. Establish this in advance. If it will not be the Governor Elect opening the Workshop then set out who it will be and what message they want to start the day off with.

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## ICE BREAKER

Have an Ice Breaker prepared that will put the attendees at ease as well as introduce them to the rest of the group. Note something too long and involved. Take into consideration how many people are attending, how diverse the group is. Will the all already know each other? Is there going to be a wide range of involvement level: ranging from a brand new member to Lt Governors? Take about 10 minutes to accomplish your Ice Breaker.

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## WHY AM I HERE?

This will be the question in each attendee's mind. So lets clear the air at the beginning. This is your opportunity to glue them to their seats. Point out that they were nominated! They were invited! Someone noted something special in them and see the potential they have within themselves. This slide says it all:

"If your actions have inspired someone to dream more, learn more, do more and become more, you are a leader."

Remember that the word "leader" can be intimidating for some people. Don't over use it. This is the first 10 minutes of the workshop. Your job is to help them identify their potential and have them ready and willing to take on new opportunities by the end of the workshop...not at the beginning. Make them feel special, because if they're in this workshop someone did see them as special.

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## YOU ARE...

Take this opportunity to get the attendees involved. Ask them what the qualities of a leader are. Start a list then compare it to the slide.

These qualities are what someone has noted in these attendees. No one person has all these qualities but each person in the room has displayed some of these qualities and that's why they're here.

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## EVOLUTION OF WHERE WE ARE TODAY

Bring your own notes to this. Find things that are personally appealing to you about our organization. This list on this slide is just a sampling of what is available from Of Dreams and Deeds. The objective here is to help the attendees see that they are part of a much bigger picture. This is an International Organization. The opportunities here are endless. What we do in our little communities of an effort that is affecting children worldwide. Lets be proud of where we've come from.

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## CLUB STRUCTURE

You may wish to spend lots of time on this topic or you may just breeze through it. This will all depend on the level of knowledge your crowd already has. Just remember, each Club is autonomous. This means that Optimist International makes suggests but each club does what best fits their Members and their community. So like this chart which was designed for a Club of around 75 Members not every Club follows this model and this is completely acceptable.

## **ORGANIZATION STRUCTURE**

This can be overwhelming to the average member. The basic point that needs to be illustrated is that at the top are the Members. Our organization is run by our members. When policies change, membership dues increase, management changes, all these decisions are made by the Clubs and take place each year at our Annual International Convention. So this chart depicts the flow of information and who advises who.

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## **COMMUNICATION TYPES**

To be a good leader you need to know how to communicate. You need to get the message out affectively to accomplish your goals. So the next few slides will focus on helping the attendees identify the different types and styles of communication.

We can communicate either verbally or non-verbally. Highlight some of the importance in understanding our own use of these forms of communicating.

The next slide describes Closed and Open Communication. When in our lives do we use these types of communication?

### *Closed Communication Activity*

Before advancing to the next slide you want to engage the attendees into the two communication Activity sheets. Ask the attendees to pair up. Preferably you would want them to find a partner with someone they don't already know. They will need to sit back to back for the first activity which will be the *Closed Communication Activity* handout. When you distribute the handout it will go to one of the pair members. Make sure the other members who will be doing the drawing do not see the handout. At the top of the handout are the instructions. Make sure everyone understands that with Closed Communication, there is absolutely no communication from the drawer. This even means if they couldn't hear their partner they can't ask for the instruction to be repeated. The Drawers lips are sealed. No eye contact. No ability to see any possible facial expression or body language during this exercise. Give the attendees 3 minutes to try and complete this activity.

When completed discuss the difficulties they encountered with Closed Communication. Discuss how to make closed communication more affective.

### *Open Communication Activity*

Now they can switch jobs. Still not allowing the Drawer to see the activity handout but allow the pairs to face each other. The Drawer may now ask questions or look for clarification. The Instructor can use body language and all the other types of non verbal communication you've already discussed to try and give their instructions. Once again give the pairs 3 minutes to complete this activity.

When completed discuss the obstacles they encountered with Open Communication. Discuss how to make Open Communication more affective.

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## **COMMUNICATION STYLES**

In this section you will explore HOW people communicate. You will help the attendees identify their individual style of communicating. Once we can understand our own style of communicating we can start to identify how others communicate. By doing this we can adapt how we send a message so that

our audience can receive it in their style. Communication is a 2 way street: message sent and message received.

Stay on the first Communication Styles slide while you have the attendees work on their second activity: *Communications Style Inventory Quiz*.

### *Communications Style Inventory Quiz*

Hand out the quiz to everyone and give them ample time to complete the quiz. Some may be conflicted that both answers seem right to them. Ask them to try and select one that is more like them in their Optimist Life setting. This may help them settle on an answer. We can always be conflicted between two styles because no one person is 100% one style. So this is completely normal. When they have completed the quiz help instruct them on how to complete the Answer Sheet. This is where we figure out their individual Communication Style.

Advance to the next slide

You can now discuss the characteristics of the 4 different styles:

Controller/Director

Socializer/Promoter

Supporter/Relater

Analyzer/Thinker

As you start one Style as for a show of hands who in the room fits this Style from the Quiz.

This part of the workshop could go on for hours but we won't do that. So in short what you're teaching here is to identify their own style and hopefully how to identify the style of others so that when communicating your message/your goals you can do it in a format that is best received.

Therefore when you're communicating with a;

Controller/Director make it FAST

Socializer/Promoter make it FUN

Supporter/Relater make it PERSONAL

Analyzer/Thinker make it ACCURATE

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### **OPPORTUNITIES IN YOUR CLUB**

Now we move into the part of the workshop where we start showing our attendees where their opportunities lay. How they have a chance to move onward and upward. That being and Optimist doesn't begin and end with flipping burgers. Yes we can make a difference in the life of a child right in our own community and that is exactly what we signed up to do. There many children out there and to keep this organization strong as it is, this means looking outside our box. Our box is so often equal to our Club or our Zone or our District. So what else is out there? This is where you as the instructor have an opportunity to shine the light on new opportunities.

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### **OPPORTUNITES IN YOUR DISTRICT**

Talk about special things within their District. Get the Governor Elect involved in this discussion. What special committees does the district have that's unique to the area? Talk about the fabulous opportunity of becoming a Lt Governor and learning so much more about the clubs in their Zone. Remember that

everything they learn while the climb the Optimist ladder is new information they can bring back to their Club and help make their Club stronger. A stronger healthier Club makes for better service to their community.

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### **OPPORTUNITIES IN OPTIMIST INTERNATIONAL**

Your audience could very well have some new fresh members in it. Help them realize that every position in this organization is held by an Optimist Members. Also point out that some positions have pre-requisites. For example, you cannot serve as an International Vice President without previously serving as a District Governor.

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### **BENEFITS OF EXPLORING NEW OPPORTUNITIES IN OPTIMISM**

So the questions may be..."what will I get from this?", "Why would moving up the Optimist ladder be a benefit for me?" Talk about how it will have personal benefits by building confidence and learning new skills. Discuss how it could have career benefits. Then let's not forget the benefits of fellowship.

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### **PERSONAL TESTIMONIALS**

For starters have your own testimonial ready and start with you. If you're standing in front of this crowd you must have your own story about personal growth and achievement with the Optimist Organization.

Secondly make sure you've taken time prior to the workshop to ask 1 or 2 other individuals to be prepared to speak at this time. You're looking for them to tell the attendees what being an Optimist and taking on new opportunities has done for them at a personal level. Watch your time you may or may not want to open this up the attendees. But remember; only ask if you know what the answer is already going to be.

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### **CLOSING**

This last slide says it all. As we work our way up the Optimist ladder we help our organization become stronger. A stronger organization means we're able to help more children worldwide. In that case it means that by serving our organization in some little town on one coast we can still be having an affect on a child somewhere else in the world. Now doesn't that feel great?