**Daily Lesson Plan - 2/1**

Week 2

Day 1 - Determining Project Leaders

Materials Needed:

Flip charts of “departments” as well as roles of a leader flip chart

Computer with access to Internet

Length of Lesson:1 day (with follow up day)

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| **Minutes** | **Activity** |
| *Guidance to Specialist* | *As a Specialist you should have tapped into your leadership last week, perhaps even asking them to be involved in leadership. Your goal today is to avoid the selection of team leaders becoming merely a popularity contest. Likewise, your goal is to model the interviewing process that will be followed for the team member selections as well.*  *Today you should have resumes (even handwritten) or a statement outlining personality and skills to use for leadership selection. Someone wants to be a leader but doesn’t have a resume? Perhaps that person should not be interviewed.* |
| Introduction  5 minutes | Last time we wrote up the “departments” or teams that we will be using for our Dress to Impress project. We also wrote up this flip chart identifying what qualities we needed in these leaders. Today we are going to interview and select the project leaders. Keep in mind if you are interviewing, you are interviewing to be a leader, but not necessarily the leader of the department you most want. We have \_\_\_\_ positions. We may have people whose first choice is to lead a specific department. The class will make recommendations of who they think is the best person to lead specific departments. |
| Reviewing resumes of leaders  10 minutes | Group students (who are not interviewing a leaders) into small teams. Have individual teams review resumes of all those who wish to be project leaders they interview. Let the individual teams write up questions of candidates they plan to ask regarding their desire to be a project leader. |
| “Speed interviewing” 15 - 20 minutes | I prefer “speed interviewing” where a single candidate rotates to small teams and answers questions. After 5 minutes, candidates rotate to the next team. This practice allows more students to be involved in the interviewing and decision making. At the end of the session allow 3 minutes for each small team to make their recommendations using the organizational chart. |
| Team discussion | You may choose to include those who interviewed or to exclude those who interviewed from the team discussion and selection. If they are included, they need to be less interactive, allowing the team members to discuss openly.  Using the whiteboard write up the organizational chart of your “business.” Facilitate conversation regarding who might be the best candidate for each leadership position. Write up all names based on the team’s recommendations, moving quickly from team-to-team, asking whom they would place in each position. Each team needs to decide where each candidate fits best. I prefer that all people interviewing as leaders be placed somewhere (even as co-project leaders). After writing all the recommendations, THEN return to the teams and discuss which candidate would be the better selection. Facilitate balance -- perhaps one person would be excellent in every area. If so, perhaps you can plug in other candidates based on their strengths and let the most difficult position be held by the more well-rounded candidate. |
| Review/Preview | We selected our team leaders. And I believe we have a strong group of individuals who will run our organization. Our next step is to create our teams. To do that we will follow a similar process. Each of you will write a resume and will interview for the department where you want to work. These team leaders will be interviewing you. Our next step is to write resumes and to practice interviewing. |