**“Managing time and meetings effectively” - Beinegul Bekbolatova, Antonina Shashtauletova, Kyzylzhar district**

**PLANNING A WORKSHOP**

**WHAT IS LEADERSHIP? WHO IS A LEADER?**

|  |  |  |
| --- | --- | --- |
| TIME | ACTIVITY | EXAMPLES |
| 15 min. | **Warm-up Brainstorming**The participants what the video (<https://www.youtube.com/watch?v=ht-K_zn5qMU> ) and brainstorm about the who leaders are and what differences are between a leader and a boss. After they brainstorm in pairs or small groups, have a large group discussion to share their ideas. | * How do you think what are the main differences between a leader and a boss?
* What does a boss/leader do for the staff?
* What are the main characteristics for a leader/boss?
* Who can be a leader?
 |
| 15-20 min. | **Presentation about leaders**Some characteristics are presented to identify the differences between a boss and a leader.Small group work. The participants sort out the given characteristics into two groups (leader/boss). Appendix 1After they work in small groups, have a large group discussion to share their answers. | * Ask the participants to think if they are bosses or leaders.
 |
| 20-25 min.  | **Pair or Small Group Work**The participants are divided into small groups. The task is to create a poster that reflects their understanding of leadership. Then the participants present their posters.  | * The participants write down the definition of “leadership” and give some evidence to their ideas.
* Compare their ideas
* Work in groups with the styles of leadership. <https://studyonline.ecu.edu.au/blog/effective-leadership-styles-education>
 |
| 15 min.  | **Discussion**The participants are divide into pairs or small groups and discuss what style is mostly used in their schools. Then reunite as a large group to share ideas. | * What style of ledership is mostly used in your school?
* What are the advantages and disadvantages of using this style?
 |
| 5-10 min. | **Wrap-Up**The participants are offered to do the test to determine if they are leaders or bosses. <https://psychologia.co/leadership-test/>  |  |

Appendix 1

|  |  |
| --- | --- |
| **Leader** | **Boss** |
| Teach you why and how to do it | Tell you what to do |
| Emotional and people experts | Subject matter experts |
| Want you to feel successful | Need you to perform |
| Build your confidence for self-accountability | Hold your accountable |
| Measure success by passion and impact of the people they influence | Measure success by a title or rank in the hierarchy |
| Independent of authorities and position | Dependent of authorities and position |
| Focus is on what is right | Focus is on what is right now |
| Operate with a legacy in mind | Operate with competition in mind |
| Driven by passion and purpose | Driven by fear and reaction |
| Want you to do better than they did | Want to always be your boss |
| Get joy from other’s success | Get joy from their success |
| Build your confidence so you will tell them what they need to hear | Build your fear so you will tell them what they want to hear |