



HOW TO USE THIS LEADER'S GUIDE

This Leader's Guide walks you through the process of planning and delivering a 90-minute session during which participants watch the DVD, discuss the model, and apply the concepts to their own situations. The Guide includes a leader's "script" with step-by-step instructions for introducing and debriefing the DVD. You can use the script as is or adapt it to meet the needs of your group.

Here are some suggestions for planning and preparing for a successful presentation:

- Read this Leader's Guide carefully. The more familiar you are with the material, the easier it will be to deliver the presentation.
- Watch the DVD at least twice so you are very familiar with the concepts and stories. As you watch, note any debriefing questions you might ask in addition to the ones suggested in the presentation script.
- Become more familiar with The Five Practices of Exemplary Leadership model by reading *The Leadership Challenge*. Pay particular attention to Part 6, in which the two commitments of Encourage the Heart are explained in detail, along with illustrative stories.
- Read *Encouraging the Heart*. The book focuses exclusively on this important practice (a copy of the book is included in this package). It discusses each of the seven essentials in detail and provides action ideas for rewarding and recognizing others.



- Think of stories and examples from your organization that you could use to further illustrate the seven essentials of Encourage the Heart.
- Determine whether to make any changes in the presentation. Depending on the needs of your group, the time you have available, and whether this presentation is part of a longer program, you might want to add or delete activities and/or change some of the debriefing questions.
- Notify participants. Send an invitation message to participants with details about the date, time, and location of the session. Tell them that the purpose is to introduce them to the practice of Encourage the Heart, one of The Five Practices of Exemplary Leadership[®] from Jim Kouzes and Barry Posner's best-selling book, *The Leadership Challenge*.
- Arrange for the room and equipment you will need (see the checklist following this page). Select a room in which participants will be comfortable and unlikely to be disturbed. This presentation is designed to encourage interaction, so set the room up with tables arranged so participants can easily see you, the television monitor or screen, and each other. On the day of the session, arrive early enough to make sure that the room is set up properly and the equipment is in working order.
- Practice delivering the presentation. Walk through the presentation until you are comfortable delivering the material, showing the slides, and so on.

Note: The Encouraging the Heart Workbook that came with this presentation package includes a summary of the seven essentials. For a richer experience, consider providing this workbook to participants. You can use parts of it during the presentation and the rest in another session. You could also use it as a “takeaway” and encourage participants to go through it on their own.