

PASC BLUE LEVEL WORKSHOP BENCHMARKS

Revised March 2017

LEARNING UNITS: Upon successful completion the delegates will be able to:

Communication

- Convey ideas and information effectively in written and oral communications
- Receive and process information delivered both verbal and non-verbal
- Recognize communication barriers and overcome challenges created by those
- Differentiate between peer to peer and self to adult communications
- Model and practice communication techniques

Public Speaking

- Examine formal and informal public speaking practices
- Address how to communicate with individuals or a large group
- Explore different public speaking techniques to engage your audience
- Integrate appropriate visual aids

Leadership

- Define leadership
- Determine good leaders and their characteristics
- Exercise good decision making for the whole of the organization
- Prioritize the needs and actions of the organization
- Identify your leadership style and how to support and empower other leaders

Project Planning

- Initiate plans for projects of value to the organization
- Effectively brainstorm and filter ideas
- Analyze needs versus wants and lead a vote
- Determine necessary means to accomplish set goals
- Develop written plans for administrative approval and present those plans
- Examine evaluation and follow-up procedures for events and activities

Personal Skills

- Set and achieve measurable personal and organizational goals
- Recognize strengths/weaknesses of self and others
- Motivate others to participate in programs and achieve success of set goals
- Act as a role model with good character and responsibility
- Establish appropriate time management skills
- Build self esteem and emulate positivity
- Facilitate change
- Define and practice empathy

OTHER TOPICS TO BE COVERED THROUGHOUT THE WEEK:

Roles of Officers

- Recognize specific responsibilities of positions
- Discuss difficulties of each role
- Examine an overview of all positions as a team perspective
- Emphasize that leadership are the actions one takes, not the position one holds

Meeting Skills

- Create an agenda
- Keep appropriate records
- Use the basics of parliamentary procedure
- Recognize and listen to others
- Employ common courtesy

Future Opportunities of Leadership Development

- Define positions, roles, terms, history, and regions of PASC
- Explain future opportunities available and how to get there

Publicity

- Create an innovative calendar of events
- Promote organization of activities
- Design and use effective publicity tools

Etiquette

- Demonstrate appropriate and effective interpersonal and social media communication skills

Social Media

- Promote appropriate communication through technology
- Establish safe online communication
- Utilize the most up to date technologies
- Define, discuss, and address appropriate steps to diminish cyber bullying

Civic Engagement:

- Define civic engagement
- Emphasize the importance
- Create an action plan for personal projects