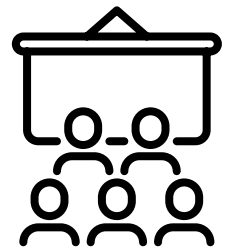
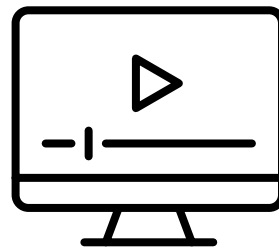
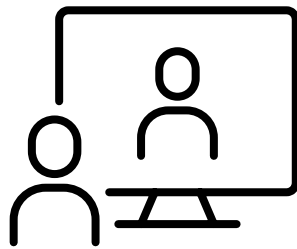


How to use the Leadership series



This collection of handouts, eLearning modules, videos, and activities is called the leadership series. Unlike other leadership training, it does not have a set order or a specific way to do the training.

So how do you use the materials?

The easy answer is that it is up to you. In this handout we will describe a few different ways individuals or organizations can use these training materials. Most importantly, we invite you to explore what's there, so you find what works best for your needs.

Individual learner

For those looking to improve their own leadership skills, the leadership series is a great way to do it. Here are a few ideas:

- Pick what topics most interest you
- Evaluate your leadership style - saif.com/leadershipstyles
- Evaluate your work style - saif.com/workstyles
- Or choose one of these topics:
 - Human and Organizational Performance (HOP)
 - Emotional intelligence

- Setting goals
- Mindfulness
- Relationship building
- Building trust
- Communication
- Challenging conversations

Lead a group

The leadership series is also designed to be used by a group leader that selects the modules and topics they want to cover. The main role as a group leader is to facilitate conversations. These modules are designed to begin conversations, to promote self-reflection, and to use the skills right away in everyday interactions.

Because the leadership series is made up of small, bite-sized pieces, a group leader can opt to add other materials such as online videos or articles from other sources.

Here is a sample curriculum guide, but remember you can always build your own – and don't forget you can also hold classroom discussions in a virtual format:

Foundation

Read about Human and Organizational Performance (HOP) - saif.com/hop

Do the online learning module on HOP - saif.adobeconnect.com/pyalc3kvd4a9/

Learn about yourself

Watch the video on leadership styles - youtu.be/2DPlmf-AJg8

Read about leadership styles - saif.com/leadershipstyles

Do the online learning module on leadership styles, which includes a survey to let you find your dominant style - saif.adobeconnect.com/ps8i63wunz2f/

(Another option: Do the survey in paper form in the classroom - saif.com/S1094)

Communicate better

Read about communication - saif.com/S1153

Do the online learning module on communication - saif.adobeconnect.com/pnhp4cbzxpvt/

Involve employees

Watch the video on employee engagement - youtu.be/EuVQL-z9XWk

Read the handout on employee engagement - saif.com/S1076

Do the online module on employee engagement - saif.adobeconnect.com/ps6qjpb0ojki/

Build a learning team

Watch the video on learning teams - youtu.be/kdtVzArzBjA

Read about learning teams - saif.com/S1096

Do the online module on learning teams - saif.adobeconnect.com/puaw8l33newe/

For a classroom activity option use the learning team discussion sheet (saif.com/S1091) to talk about a recent workplace injury or to examine a workplace issue.

Establish accountability

Read about accountability at all levels - saif.com/S1110

Do the online module on accountability at all levels - saif.adobeconnect.com/pz509tcfdnpr/

Review examples of safety accountabilities and discuss them - saif.com/S1197

Summary

The leadership series allows learners to engage with the material in small pieces, encouraging participants to look for ways to use the concepts in their everyday work. If you still have questions, be sure to reach out to your assigned safety consultant or contact safetyservices@saif.com.

Cafeteria learning and the adult learning theory

The learning series is designed with the adult learner in mind. It is based on two different models.

Cafeteria learning allows the learner to choose what they want to learn and to work at their own pace. Learning is designed to be in smaller pieces and presented in a variety of ways so students can choose how they want to learn, like picking items for your cafeteria tray.

The adult learning theory (developed by Malcolm Knowles) asserts that adults learn differently than children, and we should develop curriculum with that in mind. Adults want to choose what they learn, apply what they learn right away, and they want to learn by drawing on their own experiences.

Both cafeteria learning and adult learning theory are linked to microlearning, or a short learning event that covers one or just a few topics. You can choose what you want to learn, the time it takes to learn it, and which method you want to use.