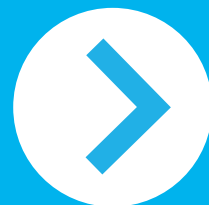


LEAD
TODAY

Training Manual



About This Manual

This training has been created to empower facilitators and master trainers to teach the *Lead Today* program. Our goal is for participants to have a thorough understanding of the program and how it functions. This training can be structured as a one-day event for facilitators who will be teaching students, and two days for Master Trainers who will train others. During this time, participants will learn the history of *Lead Today*, interact with the Leader's Guide and Student Guide, experience a lesson demonstration, and have an opportunity to put their newly acquired skills into action by teaching others.

As you prepare to train, keep in mind that you may have a mixed group of facilitators and master trainers who may or may not be familiar with OneHope. Your participants will likely be thinking about different opportunities to implement *Lead Today* in their communities. Throughout the training, it is important to communicate strongly and clearly who this program is intended for: literate youth ages 12 -19.



Planning your Training:

We have included a recommended schedule for your training event on page 3. A facilitator training requires at least 6 hours to cover all the training content. A master trainers training requires a minimum of 12 hours to cover all the content, so we recommend you split that over two days. Note that these estimates do not include tea or meal breaks, which you should schedule as makes sense.

If you have time remaining, you can extend group discussions, activities, question and answer sections, and most importantly provide opportunities for participants to teach others.



Preparing to Present:

- Review the suggested script well in advance and take the time you need to learn it well. Plan to speak directly to your audience, not read from this manual.
- As you prepare for the training make sure you are familiar with the details of *Lead Today* and its history.
- Be fully prepared to teach Unit 2, demonstrating what it would be like to teach a room of teenagers. This demonstration will be one of the most important portions of the training. Trainees will use your example as they teach others. If you model a lesson in a dynamic and engaging way, it is our experience that facilitators will replicate up to 70% of what you show them. Your demonstration sets a bar for success, so be sure you are prepared to demonstrate Unit 2 with excellence.
- Before the day of the training, make sure you have gathered all the materials you will need (see page 3) and have planned how you will conduct the activities and group participation sections.
- Pair this manual with the accompanying PowerPoint for a complete presentation resource. Note that the PowerPoint is a suggested resource, but you are not required to use it. If you do not have access to a computer in order to display the presentation, you can facilitate the training using just this manual and the *Lead Today* Student and Leader Guides.

Training Schedule



Day 1 - Everyone



Welcome & Introduction	30 minutes
Program Materials	45 minutes
Lesson Demonstration	60 minutes
Lesson Discussion	30 minutes
Group Activity	90 minutes
Program Implementation	30 minutes
Question & Answer	30 minutes
Conclusion	45 minutes
Minimum Time Needed	6 hours + breaks



Day 2 - Master Trainers



Question & Answer	30 minutes
Presentation Preparation	30 minutes
Group Demonstrations & Discussion	4 hours
Planning Your Trainings	30 minutes
(Optional) Student Network & Facilitator Community Intro	60 minutes
(Optional) Group Choice	60 minutes
Conclusion	15 minutes
Minimum Time Needed With Optional Content	6 hours 8 hours

Materials Needed



Supplies:

- Your Bible
- *Lead Today* Leader's Guides (1 for each participant)
- *Lead Today* Student Guides (1 for each participant)
- Paper
- Pens and pencils
- Printed copies of this Training Manual for any Master Trainer candidates who are participating in Day 2



Technical Needs (optional):

- Computer with PowerPoint installed
- Screen, projector and speakers to show PowerPoint
- Microphone (if needed depending on the size of the audience)
- Digital copies of this Training Manual and the PowerPoint for Master Trainers to use on Day 2.

Introduction



What to Say



30 minutes for this section

SLIDE

1

Hello, and welcome to the *Lead Today* Training. My name is _____ and I will be your trainer for today. I am here to introduce you to the *Lead Today* program and help you think through the exciting opportunities this program represents for your community.



Depending on the group size, you may want to invite everyone to introduce themselves as well. If you have a larger group, keep this brief by just saying names.

First, I want to thank everyone in this room. God continues to bless OneHope by bringing talented, caring people who share our heart to reach every child with God's Word. We are so thankful for those of you who are doing this incredible work and that you made the commitment to be here today to learn how you can be even more effective.

SLIDE

2

OneHope has done a lot of research with teens around the world. We've discovered that there are many things teens believe will make them successful in life. But developing leadership skills is not on the list. Teens don't think it's very important. They don't think of themselves as leaders. And sadly, some of the leaders they have seen in their lives have not set a good example. In many places, students associate leadership positions with abuse of power, bribery, and corruption.

SLIDE

3

But we don't think it has to be this way. OneHope and EQUIP have partnered to make leadership development accessible and exciting for teens. EQUIP was founded by John C. Maxwell and has trained more than 5 million leaders in 180 countries. John Maxwell is a bestselling author, coach, and speaker who has sold more than 24 million books in 50 languages. Maxwell has been identified as one of the most popular leadership experts in the world.

A few years ago, we began talking to EQUIP about bringing John Maxwell's leadership wisdom to teens around the globe. He loved the idea, and it spoke to his heart about the importance of reaching young people with biblical leadership principles.

SLIDE

4

The result is *Lead Today*, a program that combines Scripture engagement with John Maxwell's leadership insights. The program faithfully communicates the story of Scripture while also teaching leadership qualities that are valued by some of the largest and most successful organizations in the world. Teens learn biblical servant leadership, character strengths, and practical application of leadership skills. Most importantly, the program paints a desirable portrait of leadership that teens can admire, respect, and put into practice.

Before we jump in, here is a welcome video from John Maxwell himself.

SLIDE

5



Play the video on the PowerPoint slide. It is just over 2 minutes long.

Notice what John Maxwell said in the video: everything rises and falls on leadership!



SLIDE
6

Research Behind *Lead Today*

I want to share a bit more with you about the process behind *Lead Today's* development. Research is an area that is important to OneHope. It helps us understand how to design effective programs based on the real needs of children and youth in the country we are trying to reach. Research also helps us find out if those programs are being effective in addressing those needs.

Several years ago, OneHope conducted the world's largest survey of religious attitudes and behaviors among teenagers around the world. The *Spiritual State of the World's Children* study surveyed over 150,000 teens in 44 countries. Through this research, we found that:

SLIDE
7

- The majority of teens are satisfied with their lives (70%-80%)
- Things teens desire for their future include:
 - Good physical health
 - A close relationship with God
 - Obtaining a degree
- Of least importance to students for their future is the ability to influence the lives of other people.



If you have ABY research specific to your region or country, you can take time here to present those results.

Interesting, isn't it? John Maxwell says the number one thing a young person needs to know is how to be a good leader. But teens around the globe do not see that as an important goal. In many of the countries we surveyed, our research shows that students associate leadership positions with abuse of power, bribery, and corruption.

SLIDE
8

But that's not what the Bible says about leadership. The *Lead Today* program helps teens understand that everyone has influence on the lives of others. Everyone is a leader at some level, regardless of age or position. You must decide what kind of leader you want to be and what kind of influence you will have.

SLIDE
9

What is *Lead Today*?

OneHope worked closely with John Maxwell's team to combine the best of EQUIP's leadership material and OneHope's Scripture engagement focus. The result is a 15-unit program that is very effective at increasing both the biblical knowledge and leadership knowledge of young people.

Lead Today is designed specifically for literate teenagers between the ages of 12 and 19. It is important that students be literate because the program involves a lot of reading and writing. OneHope is an outcome-based ministry which means that we set goals for all of our programs and measure the program's effectiveness at meeting those goals.



What to Say

SLIDE 10

Here are the four outcomes for the *Lead Today* program:

1. For teenagers to be able to identify the qualities of a good leader.
2. For teenagers to recognize ways Jesus exemplified being a servant leader.
3. For teenagers to be able to evaluate themselves and their personal growth as leaders.
4. For teenagers to begin practicing leadership and developing their skills.

Students will be able to accomplish these four goals as they go through this program from start to finish with a trained facilitator. That's you!

Now that we've covered *Lead Today's* history and goals, let's take a minute for a quick discussion question.

SLIDE 11



Group Discussion



5 minutes

Think of an example of a good leader—someone you respect and admire. What are some words you would use to describe that person?

Then think of an example of a poor leader, someone you wouldn't want to follow. What are some words that describe that person?

There are no right or wrong answers here, I just want to hear what comes to mind. I'll give you a few minutes to think silently, and then I will ask for a few volunteers to share.



Give participants a minute to think, and then call for a few volunteers to share with the room. Limit this activity to 5 minutes or so, as it's just something to keep them engaged.

SLIDE 12

Lead Today Pilot & Evaluation

We've already talked about some of the research that went into the development of *Lead Today*. But what about since the program has launched? Is it meeting its intended outcomes? Our team at OneHope has done extensive research and testing of the *Lead Today* program to ensure its effectiveness. And the results are clear.

SLIDE 13

Our program evaluation showed that after participating in the *Lead Today* program:

- Teens grew in their knowledge of the Bible (78% improvement)
- Teens grew in their knowledge of leadership principles (90% improvement)
- 92% of students reported personal growth as leaders

This evaluation took place in 2016, and since that time, students and facilitators have provided feedback about how we could improve the *Lead Today* program. We have worked with John Maxwell's team to improve the lessons in response to that feedback.



What to Say

The Student Guides you will see today are more interactive than the first versions. They have fill-in-the-blank sections, notes pages, and surveys. We also updated the photos and design of the book so that it can be used in countries around the world, not just in Africa where the program was originally launched.

Many partners around the world have requested *Lead Today* for their nation, so our team is working hard to translate the program into several additional languages for use around the world.

My goal today is make sure you have a good understanding of *Lead Today* so you can be thinking about how it could work for teens in your community. Remember, the program is for literate teens ages 12-19, so be sure to consider your audience as you make plans to implement the program.

SLIDE 14

Question & Answer

Before we move on, does anyone have any questions about what I've shared so far?



We recommend taking a short break here. As the group returns from the break, distribute the Leader's Guide and Student Guide, one to each person.

I have brought a few copies of the Leader's Guide and Student Guide for you to preview. You can use the next five minutes to look through these books. In our next section, we will learn more about all that is included in these two books.



Allow the group 5 minutes to look through the books before the next section begins.

Program Materials



What to Say



45 minutes for this section

SLIDE 15

OneHope was privileged to work with several members of John Maxwell's team of leadership experts as we developed *Lead Today* together. Before we did anything, our team sat down and asked two questions:

1. What leadership principles do teens around the world need to know?
2. How can we use Scripture to teach those leadership principles?

SLIDE 16

Lead Today is the answer to both of those questions, weaving together the Bible's narrative with the most important qualities a leader can have. OneHope worked with EQUIP to create two complementary products:

- *Lead Today* Leader's Guide, which includes all the leadership lessons and content for someone to facilitate the *Lead Today* program with a group of teens.
- *Lead Today* Student Guide, which includes foundational leadership concepts that students can refer back to, and is designed in a workbook style so they can write directly on the pages.

These are the books you received before this section began. We will be taking a closer look at both books in a moment.

SLIDE 17

Leadership Qualities

As we thought about what leadership qualities a teen should learn, we relied on John Maxwell's expertise and years of training leaders around the globe. There are so many important qualities, and Bible stories that teach them! Eventually, we refined the list to the 14 qualities we consider the most critical for young people.

Lead Today teaches the 14 character qualities in order, and then puts them all together in one final powerful lesson where teens learn about Jesus—the greatest leader who ever lived. He is more than just a good leader, He is our Savior. By the end of the program teens are invited to accept Jesus as both their Lord and Savior.

SLIDE 18

Here are the 14 key leadership qualities that *Lead Today* teaches teens:

- Influence
- Vision
- Integrity
- Growth
- Initiative
- Self-Discipline
- Timing
- Teamwork
- Attitude
- Priorities
- Relationships
- Responsibility
- Communication
- Developing other Leaders



What to Say

You may be wondering why we chose these leadership qualities and not others. These 14 leadership qualities are not a comprehensive picture of leadership for teens. We know there are many other important qualities that could be taught. Rather, OneHope and EQUIP see them as the best starting point to begin a teen's lifelong journey of developing leaders.

You might wonder, then, if we have any plans to add more leadership content to this program in the future. We are always willing to consider it; however, our biggest priority is to see good implementation strategies for the program in as many contexts as possible to make sure countries have access to leadership programs for teens. Once that is done, we may start thinking about additional leadership content.

SLIDE 19

Leader's Guide Overview

Let's take a look at the Leader's Guide. The Leader's Guide includes all of the leadership content and instructions. The inside cover welcomes you to the *Lead Today* program and states the program goals. These are the same outcomes I shared with you earlier today. Can someone read for me the verse that is written on this page?



Wait for a volunteer to read Proverbs 11:14: "Without wise leadership, a nation falls."

Thank you! The book of Proverbs has a lot to teach us about leadership because it is all about sharing wisdom. A good leader must be wise. This particular proverb guided much of our thinking for the *Lead Today* program. OneHope focuses on reaching children and youth because we believe the future of the world lies in the hands of the next generation. They will grow up to be parents, teachers, and world leaders. They will need to know how to influence people for Christ. Without wise leadership, families break apart. Without wise leadership, churches fail. These leadership lessons are critically important for every area of life!

On the next page, you will find the Table of Contents. The program is designed to go in order from unit 1 through unit 15. If taught weekly, the program can be completed in 4 months. But you can choose to teach according to the schedule that best fits your group of students. Let's turn to page 2. These next few pages are special instructions for the facilitator. They explain what is involved in each lesson, provide teaching tips and reminders, and help you think through how to get started. You'll also notice that at the top of page 2 are instructions for training facilitators. In the same way that I am training you today, some of you may go on to become Master Trainers who will train others! A big part of what will ensure *Lead Today's* success in your community is the effective training of the facilitators who will be working with teens.

SLIDE 20

Let's review this lesson structure together. I will read the heading aloud, and then call on a volunteer to read the paragraph below.



Ask for volunteers to read each section in blue starting with "Preparation Reminders." It may be easier to keep the group moving if you start with a row and each next person has to read.



What to Say

Preparation Reminders: To prepare to teach, review the Scripture and lesson and prepare materials and teaching space.

Leadership Quality: Introduces the week’s leadership topic and includes:

- **Key Questions:** Important questions students should be able to answer when the lesson is completed.
 - Start out by reviewing the previous week’s key questions
 - Share any Lifework (homework) students completed during the previous week
 - Present the new key questions students will encounter during this session
- **Opening:** Begin each session with opening comments. Read through and become familiar with this in advance so that you are able to present this opening in your own words.

Scripture Engagement: The section invites students to read the Bible and connect it back to the leadership topic they are currently learning about.

Going Deeper: This section explains the Scripture story on a deeper level, helping the students understand what they read and how it connects back to the leadership topics of the week.

Lifework: This is an opportunity for the facilitator to share a proverb of leadership wisdom and give a summary of what was learned during the lesson. Facilitators should incorporate the Key Questions throughout the lesson and review them one final time at the end of the lesson. Each lesson should conclude in prayer and students should be encouraged to pray about the topic they learned throughout the week. Students should be instructed to read and, if time allows, begin their Lifework assignments. Students should practice and complete their Lifework throughout the week and return the following week prepared to share what they did or what they learned with the rest of the group.

Optional Activities: If time permits, these activities can be used to practice what was taught in the lesson.

Very good! I want to take a few minutes to share why we developed the lessons that way we did. We felt it was important for each lesson to have a structure that was repeated with every unit and would make sense in different contexts. Each lesson has the same structure. Starting with the leadership quality made sense, given the focus of the program. Scripture is next, of course, since we want to ground our leadership in God’s Word.

We wanted to improve the way we connect the Biblical content to the leadership qualities being taught, which led to the “Going Deeper” section. This section invites the student to consider more deeply how the leadership material they are learning is shown in the Bible story they have been reading. It also encourages them to see how the Bible might change the way they think about the leadership concept for that unit.

The final section, “Lifework,” gives students some concrete and practical ways that they can begin practicing their leadership after each lesson. If the desire of the *Lead Today* program



What to Say

is to train up young leaders all over the world, then we have to encourage and provide them with opportunities to practice their leadership. Giving teens opportunities to succeed (and also sometimes fail) will do more to help them grow in their leadership journey than simply spending hours reading and thinking about good leadership.

The role of Scripture is important in the *Lead Today* program. We are committed to Scripture taking a lead role in terms of what is taught and how leadership is understood. Scripture is not a secondary add-on in this program. We are not just providing isolated Bible verses to try to prove a point. Rather, we choose leadership concepts based on their clear importance in the biblical story, and we make sure that the biblical story is used to shape the way we think about those concepts.

At the end of the program, students should walk away knowing the story of the Bible. They should understand that Jesus is Lord of the whole world, and they are called to exercise their leadership under His lordship. By doing this, they will not only live more fulfilling and joyful lives for themselves, but their own lives can become a blessing to others as they make a difference in their homes, communities, and countries for the glory of God.

SLIDE 21

As we continue looking at our Leader's Guide, there are also a few symbols you should know that appear throughout the book. Look on page 3 at the special icons at the top of the page.

- **Dark Blue – Group Symbol:** indicates when students should be broken into groups to work together.
- **Light Blue – Book Symbol:** indicates when students should be working in their Student Guide independently.
- **Pink – Speak Symbol:** Words in italics are to be read aloud or summarized and presented to the students by the facilitator.

I also want to show you a special feature in the book. Look on page 4 and you will see a series of blue dots at the top of the page. There is an icon of a tree in the top left corner. Now look at page 8. There is a different icon there. This is a timeline! It helps you see where each lesson's Bible story takes place in history. This is important because we want students to remember that the Bible's stories are real historical events. They are not made up, they really happened!

Let's go back to page 3. Lesson preparation is essential! A prepared facilitator will maintain focus and keep the students on track. The Leader's Guide includes a helpful checklist that can be used before the start of each session. Let's take a moment and read some of these tips found on Page 3.



Give the group a few minutes to read quietly on their own, or ask volunteers to read aloud.

Page 4 helps a facilitator think through how to implement the program. Some good places to conduct the *Lead Today* program are at your church, school, or with teens in your community.



What to Say



Note to Trainer: We find that facilitators are more successful at getting started if they review these details before they leave the training. At the end of the training, during the implementation section, you will help them think through what they need to do and answer any specific questions they might have.

Page 4 also addresses some frequently asked questions. Based on what we have covered so far in the training, do you think you could answer these questions on your own? Let's find out!

SLIDE 22



Ask the three questions on the PowerPoint slide and either ask for volunteers or call on someone to answer.

1. *Who can participate in Lead Today?*
 - *Literate teens ages 12-19*
2. *How long is the course?*
 - *15 units, can be completed in 4 months if taught weekly*
3. *Here is a bonus question, because we haven't talked about this yet. Who can tell me, what does the course cost?*
 - *Lead Today is a free gift!*

Very good! You guys have learned a lot today! You can open your books again. The last question on page 4 is something we haven't talked about yet today. It asks "What happens when the course is over?"

This is something that came up frequently in our evaluation research. Students and facilitators asked us how they could continue to be involved in the program. They wanted to keep learning and practicing the leadership lessons.

In response to this, OneHope is working to develop further program resources that help students and facilitators continue to grow their leadership. We haven't figured everything out yet, but we have outlined a 3-5 year process that will extend the leadership development journey that *Lead Today* begins. We are going to be piloting some of these resources this coming year, and will let you know when they are available for your use.



Customize it! If your region has next steps in place for the Lead Today Student Network or Facilitator Community now is a great time to quickly vision cast what it will look like in this country. There will be additional time later in the training to provide details.

Does anyone have any questions about the Leader's Guide before we move on?



What to Say

SLIDE 23

Student Guide Overview

Now let's look at the Student Guide. The Student Guide contains the Scripture text as well as interactive activities. You can see why it is important that teens be literate in order to participate in this program. Everything depends on them being able to read the book for themselves and respond by writing in their answers. It is very similar to the Leader's Guide on the outside, but the content is different.

SLIDE 24

The Student Guide includes:

Biblical Text

- Scripture readings which cover the full metanarrative from Creation through the Fall, life of Christ, death and resurrection.

Interactive Segments

- Fill-in-the blank sections and surveys

Going Deeper Reflection Questions

Memory Verses

Lifework Application

Each lesson asks students to commit to practicing leadership and contains a challenge that they should complete that week.

You can see these elements in every lesson. Let's look at unit 12 as an example. Turn to page 44. This lesson is about Responsibility. Notice on page 44 there are fill-in-the-blanks and space for students to write in their answers. On the next page is the Scripture reading of the day. Page 46 has the "Going Deeper" reflection questions. Page 47 has the memory verse and application sections.

In the past, some have expressed concern about allowing students to write in the Student Guide and take their books home. Ultimately the decision is up to each facilitator, however please keep the following in mind: the Student Guide plays a large part in the success of the *Lead Today* program. It will keep teens engaged as they go through the *Lead Today* program. As they write in the book, it will also become something they can refer back to as they continue to grow for years to come! We intend this to be a gift to teens that keeps on giving.

SLIDE 25

Does anyone have any questions or feedback about the Student Guide?



Pause to answer any questions from participants.



What to Say

SLIDE 26

Lesson Review

Before we move on to see a lesson demonstration, let's take a quick look at each lesson topic. Each lesson should last around an hour. If you include the optional activities, it takes around ninety minutes to cover all the content. We will start with Unit 1, please turn to page 5 in your Leader's Guide. In each unit, we will look at the main points and the Bible story that is being told. To find a summary of the lesson's main points you can go directly to the Key Questions.

Let's look in our Leader's Guide at Unit 1: Influence. Our main points include:

- All people are called to lead.
- Sin is the reason there are so many bad leaders in the world. People try to lead without submitting to God and acknowledging their need for His help.
- You can be a good leader from any position.
- Great leaders serve others and make the world better.

Let's take a look in our Student Guide to find out what our Bible Story is. Here on page 3, you can see that it is: Creation and the Fall. Now that we know what we are looking for, we are going to split up into groups to finish the activity.

SLIDE 27



Activity: A Closer Look



10 minutes

You will need at least 14 groups. Divide the participants into enough groups so everyone has a lesson. If your audience is too big, it is ok for multiple groups to have the same lesson. If your group is small you can assign units to individuals or give each group multiple lessons to review. Since Unit One was just covered in this section, you will be assigning units 2-15 for this activity.

Everyone find a new friend. Be sure to take your Leader's Guide and Student Guide with you for this activity. I will assign each group a lesson and it is your job to identify the main points by reading the Key Questions and identifying the Bible story by looking in the Student Guide. You will have five minutes to complete this activity. When we come back together, one person from each group will share their findings with the whole group.



Allow groups 5 minutes to complete the activity.

Now it's time to share. Let's start with the group who has Unit 2: Vision. Can you please stand and tell the group the main points of the lesson and the lesson's Bible story?



Repeat this for each lesson, it is best to keep them in the order that they are in the book.

Ok! Next, we're going to do a lesson demonstration so you can experience what a teen will learn as they participate in the *Lead Today* program. Let's take a quick break before we move on.

Lesson Demonstration



What to Say

**SLIDE
28**

Unit 2: Vision



60 minutes



At this point in the training, you will be giving a lesson demonstration to the trainees. You will be teaching Unit 2 on Vision. The reason you will teach Unit 2 is because it includes all the lesson elements that we discussed when we introduced the Leader's Guide. It is important for the trainees to have a complete example to replicate when they do trainings on their own. This section should last 60 minutes. If time permits, you can include the Optional Activities.

Thoroughly prepare Unit 2 using pages 8-10 in the Leader's Guide. Remember to adopt the mindset of an actual Lead Today facilitator. You should teach as if you were teaching a room full of teens. Ask the participants to adopt the mindset of a teenager and participate in the demonstration as a teenager themselves.

Participants should turn to pages 6-9 of the Student Guide, and have pencils or pens to complete the lesson in the Student Guide. Instruct the trainees to interact throughout the lesson as though they are teens ages 12-19 years old.

Conduct the lesson.

**SLIDE
29**



Group Discussion



30 minutes

After the demonstration is complete, use the discussion questions below to reflect on the experience. You can take up to 30 minutes for this discussion. Please take notes of participant responses so you can improve your demonstration in future trainings based on this feedback:

- *What is something new you learned from the lesson?*
- *What did you learn about how I taught this lesson?*
- *What section of the lesson did you enjoy most?*
- *Was there anything in the lesson you found confusing?*
- *Were there any sections you think might be difficult to teach?*
- *How did you like using the Student Guide?*

**SLIDE
30**

Question & Answer

Any questions before we move on?

You may consider taking a quick 5-minute break here before going onto the next activity.



What to Say

SLIDE 31



Activity: Preparing a Lesson



90 minutes

Keep group sizes to no more than 4 people so that everyone has an opportunity to participate. There is no need to assign lesson 2 since it has already been demonstrated for the group. Depending on the size of the audience, you may have to assign multiple groups the same lesson. However, if the group is small enough, ideally each group will be assigned a different lesson. Since the group will not be presenting their lesson to the larger group, it is your job to walk around to each group to answer questions and provide feedback.

In our next activity, you will work as a team to review and practice teaching a lesson. Each group will be assigned one lesson. You will need to complete the following steps:

- Review the Preparation Reminders and Key Questions as a group (2 minutes)
- Choose one person to demonstrate for the small group the Opening and Leadership Quality sections (15 minutes)
- Choose one person to demonstrate for the small group the Scripture Engagement section (25 minutes)
- Choose one person to demonstrate for the small group the Going Deeper section (10 minutes)
- Choose one person to demonstrate the small group the Lifework section (10 minutes)
- Read about the Optional Activities as a group (3 minutes)

You will have around an hour to complete this activity. I will go ahead and assign your groups.

SLIDE 32



Group Activity Discussion

As we come back together I want you to be thinking about your experience with this activity and we are going to talk about it for a little bit.

You may choose which questions to ask as part of your discussion, you do not need to ask all of them.

- What is something interesting you learned by participating in this activity?
- What did you enjoy the most?
- What do you think may be the most challenging when teaching a lesson?
- What came to you naturally, and what will you need to improve before teaching students?

Let's take a quick break before we move on.

Instruct the group on how much time to take for their break.

Program Implementation



What to Say



30 minutes for this section

**SLIDE
33**

Making a Plan

As we begin to wrap up today's training I would like for everyone to take a moment and think about what you need to have in place to teach *Lead Today* with a group of students in your community.



Customize it! Include here any specifics about the Lead Today program in your country.

**SLIDE
34**

Turn to page 4 in your Leader's Guide. Under the heading "Make A Plan" you will find different questions that will help you come up with a plan for implementation. Let's take a moment and work through this activity together. As we go write your answers down, and I would love for at least one person to share their plan for each question. This is also a great time to ask questions and share ideas. I know planning your program may feel overwhelming, so I want to make sure you leave feeling confident!



Start with "Determine your programme time and dates" and continue through the list under the "Make a Plan" title. Allow 20 minutes for this activity.

**SLIDE
35**

At the beginning of our training, we talked about this program taking four months to complete, if taught on a weekly basis. Although this schedule is used most often, it is not the only option. You can choose a schedule that works best for you and your students. Here are a few additional examples you can choose from:

- School Schedule – Teach lessons throughout one school year, taking the same days off that the school observes. Include the optional activities to stretch out the lessons. You will want to be sure to complete the program before exams begin.
- Summer Camp – Teach a lesson every day in a camp setting and finish the program in two weeks.
- Create your Own – Set up your own schedule! Just remember the most important thing is that students walk away remembering Biblical and leadership concepts and experiencing leadership opportunities. You should meet consistently enough that they are able to accomplish both of those goals.



Answers to the questions in this next section will vary based on where you are located. If you are not the OneHope representative for your area, consult that person before the training to customize the answers you will give your group. You can add slides to the PowerPoint presentation and type in the answers, or just share them verbally while participants take notes.



**SLIDE
36**

Reporting and Testimonies

Now, let's get really practical and answer some of the questions you might be asking at this point.

How can I receive my books to get started?

- Consult your OneHope representative to find out what this process looks like in your area. There is a blank slide in the PowerPoint presentation where you can write down the instructions your OneHope representative shares with you.

What if I don't know how many books I need?

- The OneHope representative for your area may have a suggestion for how many books a facilitator in your area typically requests. If not, you could suggest that facilitators wait to make their book request until after they have done some initial recruitment, and have an idea how many students they will be teaching.

Do I have to report back how many books I used?

- Your OneHope representative will outline the steps for how to do this. Typically, it is important to know how many books were used, as this helps OneHope track how many students are being reached through the *Lead Today* program.

What else should I report to OneHope?

- We love to hear testimonies about how the *Lead Today* program is making a difference in the lives of young people. These stories are an encouragement to teachers all around the world! You might even hear a story several months after your program has ended. Please share these with your OneHope representative! We know it will encourage them, and the story may touch many others outside your community.
- Join OneHope Trainer's social media community to share your testimonies and learn from other teachers and trainers around the world!

**SLIDE
37**

What makes a good testimony?

Try to answer these questions as fully as you can, based on the information you know. If you have a picture of the child participating in the *Lead Today* program, please submit it as well. (Note: Have the student hold their *Lead Today* Student Guide so the book cover can be clearly seen in the phone.)

- Teens' name, age, and the location where the *Lead Today* program occurred.
- Describe what the teen's life is like, including difficulties they have experienced.
- How did the teen find out about the *Lead Today* program?
- How was the teen changed as a result of the *Lead Today* program? What is different about their life now?
- Has the teen made a decision to follow Christ? If so, how did this happen?



What to Say

SLIDE 38 How can I share testimonies with OneHope?

Here are a few different options for how you can share testimonies with OneHope:

- When you hear the testimony, write down the information and submit it to the OneHope representative for your local area.
- Email the testimony to trainer@onehope.net
- Message the OneHope Trainer Facebook Page: <https://www.facebook.com/onehopetrainers>

SLIDE 39 How can I stay connected to OneHope?

 You can find us on Facebook: [facebook.com/onehopetrainers](https://www.facebook.com/onehopetrainers)



Watch training videos on YouTube: [youtube.com/user/OneHopeTrainer](https://www.youtube.com/user/OneHopeTrainer)

SLIDE 40 Lead Today Pilot Research (Optional)

If you are launching the Lead Today program in your country or region, this is where you will talk about the pilot details provided to you by the OneHope research team. If you are not doing pilot research, you may skip this section and move to the next.

SLIDE 41-42 Introducing the Lead Today Student Network & Facilitator Community (Optional)

If the Student Network and Facilitator Community are active in your area, you can introduce them at this training. It is up to you to decide what to present. There are blank slides in the PowerPoint presentation where you can fill in the information. This approach allows for flexibility due to the global nature of the Lead Today program and the customizable nature of the Student Network and Facilitator Community.

SLIDE 43 Program Quiz 10 minutes

After this training, we hope to be sending quality facilitators to teach teens Lead Today. One way we can help assure this is by testing the knowledge of trainees before they leave. This will be especially helpful if you are requiring facilitators to be certified to teach. You can find the program quiz at the end of the training manual, as well as the grading instructions.

Before we close, it's time to review what we have learned. It is important that each of you leave here today well equipped to teach teens, and you can't do that if you don't know the information yourself! Go ahead and close your books and get out a pen or pencil. I will be passing out a *Lead Today* quiz. Please complete it to the best of your ability.

After participants have taken the quiz, they can either turn them in to you for grading, or you can have them trade quizzes with each other and grade as you read the answers aloud.

Conclusion



What to Say



45 minutes for this section

SLIDE
44

Question & Answer

We are reaching the end of our time together. Before we finish, does anyone have questions that have not yet been answered?



Pause allowing time for facilitators to ask questions. You can take up to 30 minutes to address any questions or specific concerns the facilitators may have.



If there are questions you don't know the answer to, just let them know you will look into it and follow up with your OneHope representative. For specific implementation questions, a good approach can be to say that the OneHope team is working on next steps and you will update them soon.

Final Thoughts

You have all done a great job today! I hope you enjoyed your introduction to the *Lead Today* program. Perhaps you are already thinking of teens you know who would benefit from learning these leadership lessons. Let's close in prayer before we dismiss, and then I have one final task for you to complete.



Close in prayer, or ask a volunteer from the group to pray.

SLIDE
45

Evaluation Surveys

After closing in prayer, pass out the Training Evaluation Surveys and ask the group to complete them. This feedback will be valuable as we continue to train others to use Lead Today. You can find the Training Evaluation at the end of this Training Manual. Be sure to collect the surveys as participants leave.

If you have Master Trainers returning for another day of training, ask them to remain after the facilitators have left. Take another 30 minutes to complete the Master Trainer Preparation section and distribute assignments for the next day. All Master Trainer candidates should be identified prior to Day 1 of training.

SLIDE
46

Contact Information

If you would like to share your contact information with the group, there is a blank slide in the PowerPoint presentation where you can type in your contact details,

Master Trainer Preparation



What to Say



30 minutes for this section

SLIDE 47

Anyone who is attending the training in order to become a Master Trainer will need to stay for instructions and assignments for Day Two of training. Day Two is of critical importance for Master Trainers to have the chance to practice training what they learned during Day One. It will allow 4 hours for group presentations and discussion. Before Master Trainers leave for the day, you will need to put them in groups and give them training and lesson demonstration assignments. Provide them with their assignment ahead of time to allow them to prepare before the next day's presentation. You will also need to provide them with a printed or digital copy of this training manual and the PowerPoint presentation (if you are using it).

SLIDE 48

Group Assignments

Depending on the size of the group divide Master Trainers into work groups:

- *4 or fewer Master Trainers – assign each person a teaching portion.*
- *5 – 8 Master Trainers – divide class into pairs and instruct them to divide their content and take turns teaching.*
- *8+ Master Trainers – divide class into work groups of 3-4 people to work together.*

Training Assignments

Assign each group a section to teach from the list below:

- *Welcome & Introduction (pages 4-7)*
- *Leader's Guide Overview (pages 8-12)*
- *Student Guide Overview & Lesson Review (pages 13-14)*
- *Program Implementation (pages 17-19)*

Lesson Demonstration Assignments

Each group will have the chance to participate during the Lesson Demonstration portion of the training. There are 2 different options for how to do this:

- *If you are short on time, choose one lesson and divide it so that each group teaches a portion. Do not use lesson 2. Participants will prepare and demonstrate to the entire group for 1 hour.*
- *If you have enough time for each group to do their own lesson, this is the recommended approach. Assign each group a lesson, and pair up the groups to demonstrate for each other. This approach will take 2 hours.*

Group Choice - Optional

At the end of Day Two there is time set aside for Master Trainers to practice something that can still use some work. Ask them to write down one thing they would like to cover or practice in depth on Day Two.

Day 2: Master Trainers



What to Say

SLIDE 49

Welcome back everyone, I'm looking forward to a great day of presentations! I know there wasn't very much time to prepare between last night and today, so know that I am not expecting perfection. The valuable thing will be to take time to practice and give feedback to each other. We all have to start somewhere, so do not be intimidated.

SLIDE 50

Question & Answer



30 minutes

Before we begin I wanted to spend a little time answering any questions that may have come up while you were preparing to teach. I have set aside time for this, so don't be afraid to ask anything that might have come to mind. Were there any sections that were difficult or confusing for you? Any areas that need clarification? This is the time to ask, before we get started!



Allow a maximum of 30 minutes for Master Trainers to ask questions to help them better prepare for their presentation. Any time that is not used during this 30 minutes can go towards their preparation or demonstration time.

SLIDE 51

Presentation Preparation



30 minutes

Those were all great questions; I hope everyone feels more equipped to present today. Now we are going to take the next 30 minutes to make final preparations for the group presentations. Remember you are preparing for your training section and your assigned lesson. If you have any questions as you work, please don't hesitate to raise your hand and I will come around to help.

Allow the participants to do last minute preparation as individuals or in groups. Once the time is up, bring everyone back together.

Does everyone feel ready to teach? Do we need to take a quick break before we get started?

SLIDE 52

Demonstrations & Discussion



4 hours

Ok, let's begin! We will present in the following order:

- Welcome & Introduction (pages 4-7)
- Leader's Guide Overview (pages 8-12)
- Student Guide Overview & Lesson Review (pages 13-14)
- Lesson Demonstration (if needed, pair up groups to demonstrate for each other)
- Program Implementation (pages 17-19)

Remember to present as if we were a group of individuals who know nothing about *Lead Today*. After each presentation, we will talk about how it went and provide each participant with some helpful feedback.



What to Say

SLIDE 53

Some questions you can include in the post-presentation are:

- *What are two things they did really well?*
- *Were they engaging in their presentation?*
- *What parts really captured your attention?*
- *What are two things they can improve?*

In addition to the group feedback, provide each individual a few comments on their presentation from you, including both things they did well and what they can improve.

Remember, each person should have the chance to demonstrate something, either a portion of the training material, or the lesson demonstration. Don't forget to take breaks during demonstration time as needed!

SLIDE 54

Planning Your Trainings



30 minutes

In Colossians 3:23 it says, "Whatever you do, work heartily, as for the Lord..." Planning trainings ahead of time plays a large part in the success of the *Lead Today* program. Being well prepared will directly impact the facilitators that you train and sets a standard for success. The leaders you train will implement the program at a lower level than what they observed during your training. If you present the lesson demonstration at 100%, facilitators will reproduce what they saw at around 70%. If Master Trainers are not well prepared, then the people they train will reproduce at an even lower standard. We are going to take some time now to think through what is involved in planning our trainings. As we work through this checklist, take a moment to write down next steps and your plan for trainings to come.

You can find the planning form in the back of this Training Manual. Print it and distribute to the Master Trainers, or you can read from the list below and have the Master Trainers take their own notes.

SLIDE 55

1. Secure a location for the training.

- What cities will I be training in?
- What type of venue should I look for? (i.e. church, school, community center)

2. Finalize dates for a training.

- Who do I need to contact before finalizing dates?

SLIDE 56

3. Advertise and recruit high quality facilitators. There may be an application process for participants to attend a training in your region, so be sure to allow time for that process. One to three months is the minimum amount of time you should allow for planning.

- What will my advertisement look like?
- What information should an advertisement include?
- How will I find high quality facilitators?
- What does a high-quality facilitator look like?



What to Say

Trainer Note: You can use this time to talk through the Facilitator Profile, it can be found at the end of this Training Manual.

**SLIDE
57**

4. Keep record of the contact information for each participant.

- Where will I keep this information?
- Who else should I share this information with?

5. Secure all the proper equipment and training resources.

6. Prepare your training resources. The Training Manual is a requirement as you train others. The PowerPoint presentation is highly recommended; however, it is ok if you do not have the necessary equipment to use the resource.

**SLIDE
58**

7. Practice teaching what we have learned in this training, as well as teaching Unit 2.

8. Be ready to facilitate all the group activities in the training.

9. Print the Training Evaluation and Program Quiz. The best way to know if you are being effective is to evaluate. The Program Quiz scores will show you if you have been a good communicator if the trainees have a good understanding of the program. The Training Evaluation allows trainees to provide practical feedback on your presentation, use these as part of your self-evaluation and find ways to improve.

10. Request books for the scheduled training.

Trainer Note: This information may vary by country, so insert the details you need to share on this topic here.

**SLIDE
59**

11. Follow-up with the facilitators you train. Check up on them periodically to see if they have any questions and that facilitators are implementing the program with excellence.

- How often should I check on new facilitators?
- How will I communicate with new facilitators?
- What types of teaching resources can I share with new facilitators to help them become great teachers?

12. Don't be afraid to ask questions. If questions arise as you train, don't hesitate to contact myself or another OneHope representative to help answer some questions.

This list serves as a starting point, can you think of anything else you will need to do when preparing for a training?



Pause and wait for any comments or questions.

Great, let's go ahead and move on.

Master Trainers - Optional Content



What to Say

SLIDE
60-61

Student Network & Facilitator Community Introduction



60 minutes



In the event that your region is implementing the Student Network or Facilitator Community, at this time during the Master Training you will need to ensure all Master Trainers are equipped to talk about it as they train others. Because it is customizable by region, you will need to request training details for your region from your regional OneHope leader.

If you are not implementing this program expansion, you can simply skip this section and allow more time for practice in the next section or move on to the Day Two Conclusion section.

SLIDE
62

Group Choice



60 minutes



As the training day comes to a close, now is the perfect time to talk to the Master Trainers to see if there is anything they still feel uncomfortable teaching and would like to spend more time practicing. It is possible they identified a few different areas they wanted to work on earlier in the day or during the preparation session yesterday.

As we are starting to wrap up our training today, is there anything you will be required to train that you are concerned you will not be able to teach effectively? We have some more time remaining if you would like to spend a few minutes practicing and getting feedback from the group. This is a great opportunity, so don't feel bad about asking for our help!

Pause for a few moments and wait for group feedback. Once you have identified different areas they would like to practice, split the class back into groups so they can practice teaching for each other. Walk the room and provide insight when needed.

Ok, let's all come back together and wrap up our training for the day.

Master Trainers Conclusion



What to Say

**SLIDE
63**

Final Thoughts



15 minutes

I want to thank everyone for taking time to really learn the *Lead Today* training materials. I look forward to our continued work together as the *Lead Today* program continues to expand in the upcoming months.

**SLIDE
64**

I'm always available to answer questions, so be sure you write down my contact information.

There is a blank slide in the PowerPoint presentation where you can write in your contact details, or if you are not using the PowerPoint, you can write this down for participants to copy.

- Name/Title:
- Email:
- Phone:

As you make preparations for next steps in your *Lead Today* journey let's take it back to where we started. Proverbs 11:14 "Without wise leadership, a nation falls..." May the facilitators we work with have a passion to develop 360-degree leaders. May the gifts and skills the Lord has given us help the next generation become wise, godly leaders. May the next generation have a passion to share the good news with the lost and be effective leaders.

As we close today, let's end in prayer.

Close in prayer, or choose someone from the group to close in prayer.



Program Quiz Answers

This is the answer key for the Lead Today Program Quiz. One easy way to grade these is to have each person trade completed quizzes with another person and grade it while you read the answers out loud. Some questions are worth several points. Deduct 1 point for each wrong answer.

Question	Answer	Points Possible
1. How many units are in the <i>Lead Today</i> program?	15 units	1
2. <i>Lead Today</i> is designed for ages:	12-19 years old	1
3. Check all the resources that are available for <i>Lead Today</i> :	Leader's Guide Student Guide	2
4. List at least seven leadership qualities <i>Lead Today</i> teaches:	<i>Answers can include any 7 of the following:</i> Influence, Vision, Integrity, Growth, Initiative, Self-Discipline, Timing, Teamwork, Attitude, Priorities, Relationships, Responsibility, Communication, Developing Leaders	7
5. <i>Lead Today</i> was created as a result of a partnership between which two organizations?	John Maxwell's EQUIP and OneHope	1
6. Which of the following is not a program outcome for <i>Lead Today</i> ?	For teens to have fun and do something with their friends	1
7. List three components you find in each <i>Lead Today</i> lesson.	<i>Answers can include any 3 of the following:</i> Preparation Reminders, Leadership Quality, Key Questions, Scripture Engagement, Going Deeper, Lifework, Optional Activities	3
8. After the <i>Lead Today</i> program students should participate in a project that serves others.	True	1
9. Partnering students with a mentor is a great way to cultivate growth in leadership skills.	True	1
10. I can contact my OneHope representative to request my Leader's Guide and Student Guides.	True	1
Total Points Possible		19



Passing Grade: 12-19 points. Facilitator can be given *Lead Today* books and begin their program with students.



Failing Grade: Less than 12 points. Trainee should be encouraged to sign up for another training and pass the program quiz before they are released to work with students.



Training Evaluation Survey

Thank you for participating in the Lead Today training! Please complete this survey so we understand your experience, and ways in which we might be able to improve this training.

First Name: _____ Last Name: _____

Today's Date: _____

Please provide your honest feedback concerning the Lead Today training. Circle one answer per question.

1. I feel prepared to implement the *Lead Today* program in my community.
Strongly disagree Disagree Agree Strongly Agree
2. The Leader's Guide is simple to use.
Strongly disagree Disagree Agree Strongly Agree
3. I feel confident that I will be able to use the Leader's Guide effectively.
Strongly disagree Disagree Agree Strongly Agree
4. The Student Guide is well-designed.
Strongly disagree Disagree Agree Strongly Agree
5. I have a good understanding of the structure of each lesson.
Strongly disagree Disagree Agree Strongly Agree
6. I am comfortable with the material in the lessons.
Strongly disagree Disagree Agree Strongly Agree
7. I plan to spend time on my own to practice teaching these lessons.
Strongly disagree Disagree Agree Strongly Agree
8. The training provided me with enough time to think through the material.
Strongly disagree Disagree Agree Strongly Agree
9. Experiencing a demonstration lesson was helpful.
Strongly disagree Disagree Agree Strongly Agree
10. The trainer clearly communicated the most important points of the program.
Strongly disagree Disagree Agree Strongly Agree
11. I know how to obtain the necessary materials to start my *Lead Today* program.
Strongly disagree Disagree Agree Strongly Agree

I feel equipped and empowered to teach my students to:

12. Identify qualities of a good leader.

Strongly disagree Disagree Agree Strongly Agree

13. Identify ways in which Jesus exemplifies servant leadership.

Strongly disagree Disagree Agree Strongly Agree

14. Evaluate themselves and their personal growth as leaders.

Strongly disagree Disagree Agree Strongly Agree

15. Practice leadership and develop their skills.

Strongly disagree Disagree Agree Strongly Agree

What was your favorite part of the training (the part you found most helpful)?

What was your least favorite part of the training (the part you found was least helpful)?

What is something you would suggest changing about the training?



Facilitator Profile

Finding the right person who will work directly with the young people in your Lead Today program is vital to the success of the program. We hope this document helps you choose facilitators who identify with the ideal Lead Today facilitator.

The facilitator would ideally represent OneHope's **HOPEFUL** DNA:

- H**ardworking
- O**utcome-Based
- P**ure
- E**fficient
- F**aithful
- U**ninhibited
- L**ed by the Spirit

REQUIREMENTS:

1. Christian
2. Christian accountability covering

STRONGLY RECOMMENDED:

1. Previous teaching, training or direct youth ministry experience.
2. Strong desire to develop leadership skills in young people
3. Good communicator

Here are additional characteristics and skills that are highly recommended for a potential Lead Today facilitator. Please check all that apply to the candidate you are considering as a Lead Today facilitator.

- | | |
|--|--|
| <input type="checkbox"/> Confident | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Networks with others |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Recruits volunteers |
| <input type="checkbox"/> Exhibits <i>Lead Today's</i> leadership qualities | <input type="checkbox"/> Self-Disciplined |
| <input type="checkbox"/> Influential | <input type="checkbox"/> Strong desire to equip young people |
| <input type="checkbox"/> Shows Integrity | <input type="checkbox"/> Works well in teams |

Additional Notable Characteristics:

Name of Potential *Lead Today* Facilitator: _____

Gender Male Female

Name of Referring Pastor or Leader: _____

This form was completed by: _____

Name Title

Email Address



Planning Form

Master Trainers think through the following questions as you prepare to host a Lead Today training.

1. Secure a location for the training

- What cities will I be training in?
- What type of venue should I look for? (i.e. church, school, community center)

2. Finalize dates for a training

- Who do I need to contact before finalizing dates?

3. Advertise and recruit high quality facilitators.

There may be an application process for participants to attend a training in your region, so be sure to allow time for that process. One to three months is the minimum amount of time you should allow for planning.

- What will my advertisement look like?
- What information should an advertisement include?
- How will I find high quality facilitators?
- What does a high-quality facilitator look like?

4. Keep record of the contact information for each participant

- Where will I keep this information?
- Who else should I share this information with?

5. Secure all the proper equipment and training resources

6. Prepare your training resources. The Training Manual is a requirement as you train others. The PowerPoint presentation is highly recommended; however, it is ok if you do not have the necessary equipment to use the resource.

7. Practice teaching what we have learned in this training, as well as teaching Unit 2.

8. Be ready to facilitate all the group activities in the training.

9. Print the Training Evaluation and Program Quiz. The best way to know if you are being effective is to evaluate. The Program Quiz scores will show you if you have been a good communicator if the trainees have a good understanding of the program. The Training Evaluation allows trainees to provide practical feedback on your presentation, use these as part of your self-evaluation and find ways to improve.

10. Request books for the scheduled training.

- Do I know who to contact about this?

11. Follow-up with the facilitators you train.

Check up on them periodically to see if they have any questions and that facilitators are implementing the program with excellence.

- How often should I check on new facilitators?
- How will I communicate with new facilitators?
- What types of teaching resources can I share with new facilitators to help them become great teachers?

12. Don't be afraid to ask questions. If questions arise as you train, don't hesitate to contact your trainer or another OneHope representative to help answer some questions.

LEAD
TODAY