

**Administrivia** Reinforce that this program should *never* be limited to squadron or district bridge members ... all USPS members should be encouraged to attend LDP ... it also applies to the business world.  
Please note references throughout the Student Guide are singular male (referring to both genders) to simplify language ... it may not be politically correct but it makes for easier reading.

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**Assumptions** It is assumed that presenters have attended at least one session of LDP as a Student to learn the material. The Leadership Development Committee strongly urges you to attend a second session as an observer who will be presenting LDP in the future. The second time through you'll probably want to have a printed copy of the Presenters Guide next to the Student Guide. This will assist you in taking notes and later when you're preparing to present LDP. Pay attention to how the material is being presented rather than the program's content the second time.

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**Presenters Guide** The Presenters Guide consists of a page for each slide ... there are 55 slides ... plus any associated notes or comments you may chose to add. The Presenters Guide is integrated into the Power Point presentation.  
Immediately beneath each slide will be the page number of the Student Guide related to the slide.  
Following it will be suggested points related to the text &/or slide and presentation suggestions. There should also be enough room for you to add your notes.

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|--------------------------------------|------|--|
| <b>To Print the Presenters Guide</b> | Step | Action   |
|                                      | 1    | Open the <i>Leadership Development.ppt</i> file on the CD-Rom  |
|                                      | 2    | Click on File ... 1 <sup>st</sup> option on the tool bar at the top of the screen  |
|                                      | 3    | On the Print pop-up menu click on <i>Notes Pages</i> option under <i>Print What:</i>   |
|                                      | 4    | Optional ... Click on the <i>Grayscale</i> option at the bottom left of the Print pop-up menu if you don't want to print the <i>Notes Pages</i> in color ... it'll save on your printer's color cartridge. |
|                                      | 5    | Click on Print   |

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**Time Table**

- ⇒ 2 – 3 months before you will be presenting the LDP Program ... publish an article in your squadron newsletter so members can plan ahead ... talk to members at your membership meetings and have a sign-up sheet to enroll them. Reinforce that this program should never be limited to squadron, district bridge members or committee Chairs ... this program also applies to the business world as well.
  - ⇒ If the program is being presented at a district function advertise the program in the district newsletter *AND* provide copies of the article to each of the squadron newsletter editors in your district.
  - ⇒ Obtain a copy of the Job Descriptions pertaining to the organization to whom you'll be presenting LDP ... if a question comes up about what a Committee Chair or bridge officer should be doing you'll have a copy for them to read and/or copy.
  - ⇒ Print this document and the Student Guide, they were both created using MS WORD 2000.
  - ⇒ Have copies of the Student Guide for each person enrolled made.
  - ⇒ If you haven't already done so begin reviewing the material.
  - ⇒ The day before the program set up your classroom, make sure all equipment is working ... PC, projector, overhead projector, PA system, etc.
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## Exercise ... Great Leaders of the World

1



List below several people ... past or present ... who you feel are/were strong leaders in the world.

Sadamm Hussein, Mahatma Gandhi, Franklin Delano Roosevelt, Henry Ford, etc. Note that a leader is not necessarily someone you would invite into your home

2



What characteristics of these people give/gave them influence over others.

See SG - 5

3



How are Leaders and Managers similar?

To some extent a person with an aptitude toward management can learn to be a Leader ... the opposite is not necessarily true ... look at Cuba

4



How are Leaders and Managers different?

A **Manager** may not be able to visualize the strategy needed to reach a goal but should be able to plan how to reach it

A **Leader** may not be able to plan the logistics needed to reach a goal but he has a vision of where he wants the organization to be at the end of the journey.

## *Listening Test*

Read I will read the instructions and the questions one time only. Make sure you listen the first time. Number your paper 1, 2a, 2b, 3, 4, & 5.

1. In this list of names:  
*George, John, David, Adam, James and Grace.*  
Which names begin with *J*?
2. Suppose you were given these directions:  
*Go to room 315 and look in the lower right hand drawer and bring me all the boxes of pencils that are left there.*
  - a. Would you look in the right or left hand drawer?
  - b. Would you go to room 531 or 315 or 135?
3. Answer true or false. In the list of words:  
*be, see, free, glee, flea, me*  
The second word mentioned is *free*.
4. Your spouse/significant other asks you to bring home:  
*meat, milk, cheese and bread,*  
You brought home:  
*milk, peas, bread and meat.*  
What did you forget?
5. You are the driver of a school bus.  
At the first stop 13 children got on.  
At the next stop 5 children got on and 2 got off.  
At the next stop 8 children got on.  
At the next stop 4 more get on and 1 sneaks off.  
How old is the bus driver?

Answers:

|     |  |
|-----|--|
| 1.  | 20 points for <i>both</i> John and James |
| 2a. | 10 points for the right drawer           |
| 2b. | 10 points for room 315                   |
| 3.  | 20 points for <i>false</i>               |
| 4.  | 20 points for cheese                     |
| 5.  | 20 points for writing down your own age  |

Scoring:

|     |                                 |
|-----|---------------------------------|
| 100 | Excellent listener              |
| 90  | Good listener                   |
| 80  | Fair listener, can improve      |
| 70  | Need help                       |
| <60 | Bad News ... needs lot of help! |