

Subject: Tips for Use

1. One of the major motivations in creating the Leadership on the Go (LOG) material is the desire to provide managers and supervisors tools to improve their understanding and application of leadership principles and skills.
2. The Leadership on the Go material is prepared in MS Power Point files and presented in pdf format. Each file is numbered, beginning at #01 and has a specific topic.
3. For best results, after printing each file on paper or card stock, the sheets should be laminated. It is cheaper and more convenient to invest in a laminating machine and doing this yourself, rather than paying someone else to do this. Another option would be to place each sheet into a clear document protector.
4. After printing and protecting each sheet, it should be filed in a filing cabinet or file box in numerical sequence. By using the provided index, you can easily locate a particular lesson.
5. As with any other tool, Leadership on the Go is only as effective as the effort put into it by a class leader and/or student. Each sheet provides discussion points and the “take away” from the lesson. Comprehension can be improved by asking students to explain terms or points in their own words, offer examples from their own experience, or illustrate points with real or imagined scenarios. The key is to get the students to think deeply about each topic and connect it with their own experience and the context of their leadership role.