



MODESTO JUNIOR COLLEGE

Project LEAD

Leadership Education and Development

Manual

Spring 2017



Dear Student,

Congratulations on taking a major step in your life to achieving your life long goals. President John F. Kennedy once said that *“leadership and learning are indispensable to each other”*. Project LEAD is a vehicle to bring together the world of leadership and learning for Modesto Junior College students. Project LEAD was created to help students ignite their passion for leadership, service, personal growth and development. Some of you may be tempted to say “I am not a leader” or you may be referred to by others as the “leaders of tomorrow”. Leadership, in its simplest form, is the ability to influence. Each of you possesses that ability. You are not the leaders of tomorrow; you are the leaders of today!!!

Your participation in this program will put you in a position to step out in to the world with more knowledge, more confidence, and an increased desire to be innovative, creative, and active on campus and in the community.

This semester long program will provide you with as much as you put into it. Students that have enjoyed the most success in Project LEAD performed in the following positive ways:

- ***“The best leaders are the best note takers, best askers, best learners”***
Tom Peters, CEO Pure Happy Life
Be active participants in each session. This includes asking questions, taking notes, and staying focused in trainings and sessions.
- ***“Success is all about making connections with people”***
Barack Obama, President of the United States
Reach out and made connections. This includes talking to classmates outside of program sessions, reaching out to presenters outside of sessions and making connections.
- ***“Procrastination is the dark side of leadership”***
Laurie-Ann Murabito-Speaker, Author, Solutionist
Avoid procrastination. There will be assignments, sessions, and activities outside the scheduled sessions. Be sure to set up times and plan accordingly. Do not put off task until the last minute.
- ***“Ask for help not because you weak, but because you want to be strong”***
Les Brown-Motivational Speaker, Author
Ask for help or clarification. This includes making sure you fully understand all the things you must do to complete the program. Asking for clarification on tasks and reaching out for help if you are falling behind.

This journey, if you put your all into it, will serve you in life far beyond the 15 weeks you are in Project LEAD. This manual has and its contents are the result of the great feedback and suggestions by Project LEAD graduates. I hope you find it useful and know that throughout this journey that myself and our whole MJC Campus Life & Student Learning team are here to help!

Best of Luck,

Bryan Justin Marks
Associate Dean
Campus Life & Student Learning
Modesto Junior College

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Project LEAD Overview

The Mission of Project LEAD

The mission of the Project LEAD program is to provide Modesto Junior College students, enrolled in the program, a leadership framework that will encourage students to take on leadership roles and become active participants in campus and community organizations, events and activities.

Why were you selected?

You were selected for Project LEAD because of your current leadership position on campus or in the community or because of your potential to hold a leadership position on campus or in the community.

Participant Expectations

One of the first steps to being a strong leader is the ability for one to be accountable for their own actions. This is an extra-curricular program that you voluntarily applied for and as such the following are expectations of the program:

Attendance-Applicants were given a list of all program seminars at the time of applying. You are expected to be at every seminar. Additionally, you are expected to be on time, meaning in your seat ready to begin prior to the listed start time of any activity. More than one absence will be cause for you being dropped from the Project LEAD. Project LEAD will require time outside of scheduled seminars as well, this includes meetings with mentors and preparation for service projects. You should be in attendance and on time for those activities as well. Should you anticipate you may be absent please email the Associate Dean at marksb@mjc.edu.

Program Participation- This is a program designed specifically for you with a great deal of feedback from previous graduates to further ensure student success in the program. As hard as the program works to evolve in an effort to serve students it is equally important that students participating in the program are active in all parts of the program. This includes seminars, mentoring sessions, project planning and program communication.

During seminars you are encouraged to take notes and ask questions. Please ensure that questions pertain either to the presentation topic or the background of the presenter. Save personal questions for after the seminars. Seminar presenters are more than happy to correspond with you after the sessions.

Program Communication-With all that is expected in Project LEAD communication will be very important. Some discussions will take place before and after seminars, but some will take place outside the classroom in email threads, text messages, and phone calls. You will be expected to be a part of those methods of communication. When messages are sent out through any of these forms of communication you need to respond acknowledging that you received the correspondence.

Leadership Seminars Overview

Leadership seminars are designed to expose you to a variety of leadership topics that will be applicable to you as you progress along your leadership journey. Each presenter is a notable member of the community and are volunteering their time to help Project LEAD students further their knowledge and experiences.

Each seminar will begin with a check in and an Ice Breaker coordinated by MJC Campus Life staff. Leadership Seminars will be from 3:30pm-4:30pm (including questions). From 4:30pm-5:00pm you will discuss your service project.

Leadership Seminar Schedule

January 3	Project LEAD Orientation	1:00pm-3:00pm	CAT 101
	History of MJC/ASMJC	3:00pm-4:00pm	CAT 101
January 20	Teamwork	3:00pm-5:00pm	CAT 101
February 3	Service	3:00pm-5:00pm	CAT 101
March 3	Communication	3:00pm-5:00pm	CAT 101
March 17	Conflict Resolution	3:00pm-5:00pm	CAT 101
March 31	Planning/Organization	3:00pm-5:00pm	CAT 101
April 14	Leadership & Beyond	3:00pm-5:00pm	CAT 101
April 19	Campus Life Gala	6:00pm	Mary Stuart Rogers

Leadership Seminars Descriptions

-Conflict Resolution

"Every problem has a gift for you in its hands" – Richard Bach, Author

It is rare on our journey in life to be able to avoid conflict. There are some individuals that live for conflict, enjoy the rush, and are in full alpha mode when conflict arises. Then there are those who completely shy away from any form of conflict. They find it to be an out of body experience that they want no part of. Neither extreme is ideal for leading. If you are leading, then conflict is inevitable. This seminar is designed to help you be able to identify conflict and be able to strategize ways to deal with conflict.

-Communication

"The art of communication is the language of leadership"- James Humes, Author

One the leading causes to problems in any relationship, business venture, or activity is the breakdown of communication. Having the ability to effectively communicate is sure to lead you on successful ventures throughout your personal and professional life. This seminar is designed to identify positive and negative forms of communication and how to identify some best practices to being an effective communicator.

-Leadership & Beyond

"If you are going to achieve excellence in big things, you develop the habit in little matters"-Gen. Colin Powell, Former US Secretary of State

As you move forward on your journey in Project LEAD you will learn a whole new set of tools as well as develop existing ones. It is important for any leader to be able to identify what are their skills sets and how to use them. This seminar is designed to give a review of all the Project LEAD seminars and showcase how to apply the skills learned to your everyday life.

-Modesto Junior College/ASMJC History

"A people without the knowledge of their past history, origin, and culture is like a tree without roots"-Marcus Garvey, Political Leader

It has often been said that if we don't know where we come from how can we know where we are going. Each year, thousands of students attend Modesto Junior College but few understand the school they are attending or the student groups that exist. This seminar is designed to teach you the history of Modesto Junior College, the Associated Student of Modesto Junior College and the YCCCD/MJC leadership.

-Service

"We make a living by what we give, but we make a life by what we give"-Winston Churchill, Former United Kingdom Prime Minister

From the world's biggest companies to the world's biggest leaders, from the poorest of neighborhoods to the wealthiest, there has always been a call to serve. Whether through the donation of money or the donation of time for centuries leadership has been associated with service. This seminar is designed to teach you the importance of service and how and why it is associated with leadership.

-Teamwork

"I suppose leadership at one time meant muscles; but today it means getting along with people."
--Mahatma Gandhi, Leader Indian Independence Movement

Getting a group of people to work together towards a common goal is a challenge and an opportunity for all leaders. The leaders that are successful at guiding others will be the leader that enjoys the greatest overall success. This seminar is designed to identify what teamwork is, why it is important, and how can you be the one to lead a team.

-Time Management

"By failing to prepare, you are preparing to fail"-Benjamin Franklin, U.S. Founding Father

You will often hear the statement "I don't have time" uttered by people trying to accomplish their goals. When many speak of leadership time management is often at the bottom of the list despite being perhaps the most important tool a leader can possess. This seminar is designed to teach you the importance of time management and how mastering this skill will pave the way for leadership success.

Seminar Presenters

Seminar: Conflict Resolution



Amy Vickery

Public Information Officer
City of Modesto
avickery@modestogov.com

Seminar: Communication



Tim Harms

Operations Manager
Prime Shine Car Wash
tharms@primeshine.com



Cynthia Beilby

Site Manager
Prime Shine Car Wash
cbeilby@primeshine.com

Seminar: Leadership and Beyond

Seminar: Modesto Junior College/ASMJC History



Bryan Justin Marks

Associate Dean
Campus Life & Student Learning
Modesto Junior College
marksb@mjc.edu

Seminar: Service



Kate Trompetter

Development and Communications Director
Center for Human Services

Seminar: Teamwork

Information Not Available

Seminar: Time Management



Reggie Rucker

Principal

Engaged by Reggie Rucker

Mentoring Overview

In leadership we rise and the shoulders of those who lift us up. Every great leader has a trusted mentor (s) that they can turn to for guidance. The mentoring component of Project LEAD is designed to connect you with a mentor at Modesto Junior College. Project LEAD mentors are people that achieved both personal and professional success.

Role of the Mentor

The role of a Project LEAD mentor is to guide you personally and professionally towards your leadership goals and guide you on your journey. Working with a mentor can be an invaluable experience for you and your mentor. You are likely to learn new things about yourself and that will help them move towards your goals. But to make the relationship work, each party needs to understand the role they play.

The role of a mentor is:

An advisor or coach: provide advice, guidance, and feedback; share their experience and expertise as appropriate; act as a sounding board for ideas and action plans. Mentors will offer encouragement and support to try new things; help mentees move out their comfort zones; celebrate successes; help mentees understand when things do not go as planned what steps might be taken.

Mentors help identify resources that will help mentees with personal development and growth, such as recommending books, workshops, or other learning tools; encourage mentees to join networking organizations or introduce them to new ideas. The role of mentor in Project LEAD is not one of a professional counselor or therapist.

Mentors should do their best to keep appointments with mentee. If unable to keep appointment mentor should give mentee advance notice.

Mentors sign off on Project LEAD paperwork for each mentoring session. Mentors should not sign in advance of any appointments, nor should mentors sign for any appointments that did not take place.

Role of the Mentee

The role of a mentee is:

To identify initial learning goals and measures of success for the mentoring relationship. Be open to and seek for feedback. Mentees should take an active role in their own learning and help drive the process. Mentees need to follow through on commitments and take informed risks as they try new options and behaviors in support of goals.

Mentees should schedule three appointments with mentor. It is advised to schedule all three appointments right away as mentor's schedule will fill quickly. You are encouraged to schedule an appointments a month a part. Mentees should do their best to keep appointments with mentor. If unable to keep appointment mentor should give mentor advance notice.

Project LEAD Mentors



Dr. Albert Alt

Vice President of Administrative Services
Modesto Junior College



Dr. George Boodrookas

Dean of Advancement & Foundation Director
Modesto Junior College



Arnold Chavez

Great Valley Museum Manager
Modesto Junior College



Coni Chavez

Public Information Officer
Yosemite Community College District



Dr. Lonita Cordova

Director of Mental Health
Modesto Junior College



Dr. Jackie Forte

Director of Basic Skills
Modesto Junior College



Pedro Mendez

Dean of Public Safety/Technical Education &
Community Education/Workforce Development
Modesto Junior College

Project LEAD Service Projects

One of the keys to becoming a stronger leader is having the ability to practice leadership. In Project LEAD you will have the opportunity to practice your leadership skills through two service projects. Your cohort will pick both a campus and community project that is agreed upon by a majority of the cohort. Both projects must be approved by Campus Life staff.

Campus Project

Students of Project LEAD will identify a service project that is of benefit to the campus community. This project can be held on either campus.

Past ideas have included: Positive Affirmation tables, Campus Clean Up Day, Voter Registration Drive.

Community Project

Students of Project LEAD will identify a service project that is of benefit to the community. This project can be held anywhere in the Modesto area. This project may require transportation from the college so planning ahead is important.

Past ideas have included: Volunteering for local organizations (i.e. Davis High Language Learning Institute)

Tips for Successful Project from Project LEAD graduates:

- Pick dates right away.
- Plan early by picking projects at beginning of semester. Cohorts who have waited too long have run into many obstacles.
- If you are shy person work to overcome it, if you are a vocal person try not to be too aggressive.
- Don't get hung up on your idea being picked.
- Make time for the projects and the planning of the projects.
- Respond to communication from fellow students.
- Have fun.

Both Projects Must be completed by April 14.

Project LEAD Requirements for Graduation

The following must be complete by April 14 in order to graduate from the Project LEAD program:

- Must have attended Leadership Seminars with no more than one absence.
- You must have completed three mentoring sessions (it is recommended to complete one per month).
- You must complete two services projects as a group.

Failure to complete these items will make you ineligible for graduation from Project LEAD.

Project LEAD Recognition

Upon entering the Project LEAD Program students will receive a Project LEAD t-shirt and binder. Students who successfully complete all the requirements of the program will be recognized at the Campus Life Gala in April. Additionally, you will receive a polo shirt and a certificate of completion.