



MODESTO JUNIOR COLLEGE

Project LEAD

Leadership Education and Development

Manual

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 possess 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 an active participant 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 make 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,

Alejandra Espinoza
Faculty Advisor
Campus Life & Student Learning
Modesto Junior College



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Project LEAD Overview

The Purpose 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 desire to learn, grow and evolve your leadership skills. This will require you to make an intentional effort to be physically and mentally present as well as an intentional effort to enhance current skills as well as discover and develop new skills. Only 21 students are accepted to Project LEAD.

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-circular 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 and the schedule at the time of orientation. This is to help keep you organized and allow you to plan appropriately. 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.

Your schedule includes departure times for seminars that are off campus. You are expected to be ready to leave campus on time. If you are not present at the listed time, the vans will leave without you. 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 Faculty Advisor at espinozaa@mjc.edu. Failure to attend may result in your being dropped from the program. If dropped from Project LEAD you may be dropped from any other program that requires your attendance here.

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.

Leadership Seminar Schedule

Date	Topic/Location/Times	Presenter
August 22	Project LEAD Orientation 1:00pm-3:00pm On Campus: CAT 101	Campus Life Staff and Student Panel Modesto Junior College
August 31	History of MJC/ASMJC 2:00pm-4:00pm On Campus: CAT 101	Dr. George Boodrookas Dean of Advancement Modesto Junior College
September 14	Communication Off Campus: Depart 1:30pm Meet in Front of Student Center	Tim Harms Operations Manager Prime Shine Express Car Wash
September 28	Teamwork Off Campus: Depart 1:30pm Meet in Front of Student Center	Asst. Chief Rick Armendariz Modesto Police Department City of Modesto
October 12	Networking & Professionalism 2:00pm-4:00pm On Campus: CAT 101	Alejandra Espinoza ASMJC Faculty Advisor Modesto Junior College
October 26	Service: The Need to Be Involved Off Campus: Depart 1:30pm Meet in Front of Student Center	Lynn Dickerson CEO Gallo Center for the Arts
November 9	Conflict Resolution Off Campus: Depart 1:30pm Meet in Front of Student Center	Amy Vickery Public Information Officer Stanislaus County
November 30	Time Management & Planning Off Campus: Depart 1:30pm Meet in Front of Gym	Trevor Rush District Manager Starbucks
December 7	Leadership & Beyond 2:00pm-3:00pm On Campus: CAT 101	Alejandra Espinoza ASMJC Faculty Advisor Modesto Junior College

Project LEAD 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.

-Networking & Professionalism

“It's the people we hardly know, and not our closest friends, who will improve our lives most dramatically”-Meg Jay, Author

One of the keys to moving forward with our goals is to connect with people who can help us achieve our goals and enhance the journey. Additionally, understanding what is professional in a professional world. This seminar speaks to how to network with our peers and role models. Additionally, this seminar will speak to what is appropriate in certain professional settings and what is not.

-Service the Need to be Involved

“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 Behavior

Students participating in Project LEAD should adhere to all YCCD/MJC policies and procedures. Project LEAD students should have their binders at each seminar, be prepared to take notes, and should be active participants in the session. This includes paying attention and asking questions.



MODESTO JUNIOR COLLEGE
Project LEAD
 Leadership Education and Development
Seminar Presenters



Rick Armendariz
 Asst. Chief of Police
 Modesto Police Department
armendarizr@modestopd.com

Seminar:
 Teamwork



Dr. George Boodrookas
 Dean of Advancement/
 Executive Director
 Modesto Junior College
boodrookasg@mjc.edu

Seminar:
 MJC History & Structure



Lynn Dickerson
 CEO
 Gallo Center for the Arts
LDickerson@galloarts.org

Seminar:
 Service:
 The Need to Be Involved



Alejandra Espinoza
 ASMJC Faculty Advisor
 Modesto Junior College
espinozaa@mjc.edu

Seminars:
 Networking &
 Professionalism
 Leadership & Beyond



Tim Harms
 Operations Manager
 Prime Shine Wash
tharms@primeshine.com

Seminar:
 Communications



Trevor Rush
 District Manager
 Starbucks
trevrush@pacbell.net

Seminar:
 Time Management



Amy Vickery
 Public Information Officer
 Stanislaus County
vickerya@stancounty.com

Seminar:
 Conflict Resolution



Mentoring Overview

In leadership we rise on 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 have 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. If a Project LEAD student is in need of professional counseling or therapeutic help, a mentor can connect the student to on and off campus resources.

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.

Mentees are trained in the Project LEAD orientation how to interact in mentoring sessions. This includes coming prepared with questions, following up on advice given by mentors, and engaging in each session. Behaviors that mentees should avoid are missing mentoring sessions, being late, not being prepared.

Mentees should have their mentor signature sheets with them at each session. Signature sheets are due at the beginning of Project LEAD seminars on the following dates:

Appointment 1 September 28

Appointment 2 October 26

Appointment 3 November 30



Mentors

Project LEAD selects mentors for the program that are committed to helping guide students in developing their leadership skills and potential. Mentors are members of the YCCD/MJC leadership team who have volunteered their time to work with our students.



Dr. Albert Alt
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Morris Building 204



Dr. George Boodrookas
Dean of Advancement
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Great Valley Museum



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Project LEAD Service Projects

One of the keys to becoming a stronger leader is having the ability to practice leadership. The Project LEAD service project combines all the skills learned in the program. In Project LEAD you will have the opportunity to practice your leadership skills through the completion of a service project. This is a **mandatory** part of the program.

Community Project

Students of Project LEAD will participate in helping the homeless in Modesto. Project LEAD students will prepare meals that will be distributed to homeless people in the Modesto area. The service project will be completed on Friday October 26. The schedule is as follows:

9:00am-10:00am	Prepare Meals
10:00am-12:30pm	Meal Distribution at local parks
12:00pm-1:00pm	Project LEAD lunch
1:00pm-1:30pm	Break
1:30pm	Leave for Project LEAD seminar

Project LEAD Requirements for Graduation

The following must be complete by December 7th in order to graduate from the Project LEAD program:

- Must have attended all Leadership Seminars and score an 80% on the post seminar questions.
- You must have completed three mentoring sessions by November 30.
- You must complete Project LEAD service project.

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 on April 24, 2019. Additionally, you will receive a polo shirt and a certificate of completion.



Program Responsibility Contract

As a student in Project LEAD I fully understand and agree to all requirements of the program including the following:

- Be on time for each session. I have received multiple copies of the program schedule, including the copy in the manual. I understand for off campus seminars I am to be in front of the East Campus Student Center ready to leave by 1:30pm.
- To refrain from any disruptive behavior such as talking to others during seminars when not permitted or being on my cell phone.
- Be prepared for each seminar. This means I have my binder, writing utensil, and something to take notes with.
- To schedule my three appointments with my mentor the same day of the orientation.
- To be prepared for my session with my mentor using the mentor/mentee training I received in the Project LEAD Orientation. This includes being on time, having something to take notes with, having prepared questions and topics, following up on items mentees ask me to follow up on.
- To have in my possession my mentoring signature slip at each session. I understand I must submit these on the following dates: Appointment 1-September 28, Appointment 2-October 26, Appointment 3-November 30.
- Communicate with Campus Life staff. If I am having troubles, don't understand something, or need assistance with anything preventing me from being successful in the program I will contact the staff for assistance.
- Attend and participate in the Project LEAD service project.
- I understand to successfully complete the program I must attend all seminars, complete 3 mentoring sessions by the required dates, and complete the service project. If I do not complete any of these parts of the program, I will not graduate the program.

Participant Name (Print)

Participant Signature

Date