



# TEACHER'S GUIDE

to using the  
**Inspire Student Leadership  
Development Program**



# TEACHER'S GUIDE

This document is a guide for teachers on how to use and access the Inspire Student Leadership Development Program.

The INSPIRE Program is designed for High/Secondary school students and enables schools to provide comprehensive Leadership Development to their senior school students aged 15-18 years.

INSPIRE requires no research or preparation by the teacher and is ready to use immediately.

Inspire is an online program accessible with login details provided per student with your subscription.

## WHAT IS IN THE PROGRAM

**The program is made up of 5 Leadership Modules that include the following:**

- 17 Video Lessons
- Workbooks for each module
- Supporting Resources: Case Study, Case Study Workbook, Leadership Quotes, Leadership Learning Journal, Student Leader Role Agreement

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## Section 1: HOW TO USE THE INSPIRE PROGRAM

### LOGIN DETAILS

- Login details for each licenced user are provided upon purchase.
- Allocate a separate Login to each student/user so that each student can access the Program and track their progress
- Contact Centre for Inspired Leadership for additional user licences.

### VIDEO LESSONS, WORKBOOKS AND RESOURCES

Follow the process below for completing the Inspire Program:


1. **LOG IN** to INSPIRE using allocated login details per user
2. **SELECT** Module 1 to begin
3. **DOWNLOAD** the Workbook for that Module - **see Sections 2 & 3** in this document for detailed instructions on how to do this
4. **CLICK** on the first Video Lesson in the Module to open and play the video - **see Section 4** in this document for detailed instructions on how to do this
5. **WATCH** the Video Lesson and make notes as you go in the Workbook. There are "Notes from Video Module" pages at the front of each workbook
6. At the end of the Video **STOP and COMPLETE** the Activities/Tasks that relate to that Lesson in the Workbook before moving on to the next Video Lesson
7. **REPEAT** Steps 2-6 for all remaining Modules 2, 3, 4 and 5
8. Use the Resources as either additional support for leadership development (such as the Case Study) or when directed to do so in the Module Workbooks (eg. Leadership Journal and Student Leader Role Agreement)

### TRACK PROGRESS

The dashboard enables students to track their progress through the program by showing the percentage of the program completed.

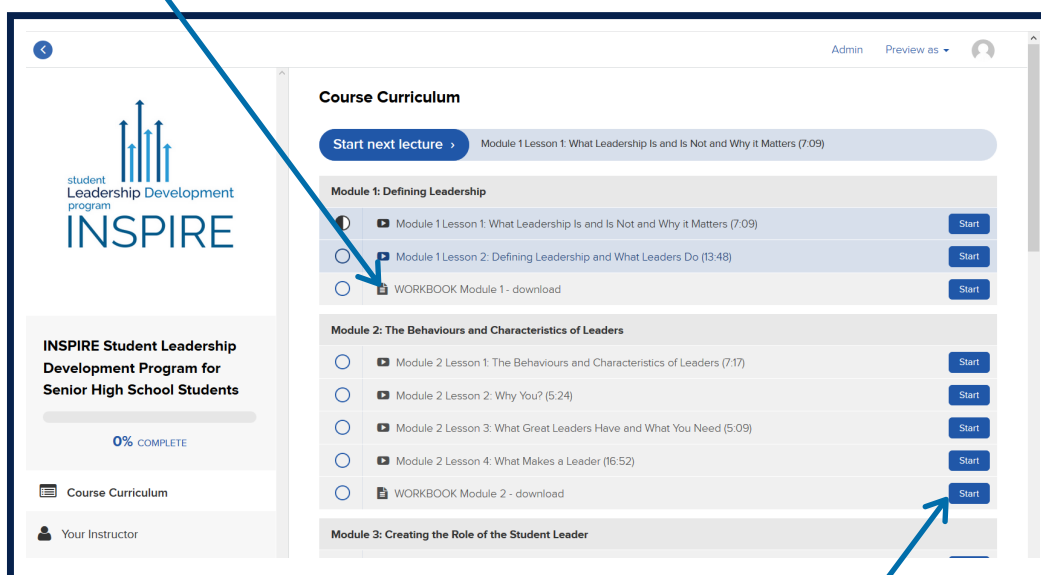
The screenshot displays the INSPIRE dashboard interface. On the left, a sidebar shows the 'INSPIRE Student Leadership Development Program for Senior High School Students' with a progress indicator at '0% COMPLETE'. The main area, titled 'Course Curriculum', lists modules and lessons. Annotations with arrows point to specific elements: 'Module No.' points to the module header, 'Shows % Completed' points to the progress bar, 'Video Lesson' points to a lesson entry with a play button, and 'Workbook' points to a 'WORKBOOK' entry.

## Section 2: OPENING WORKBOOKS & RESOURCES

- Log in to the Inspire program and find the document (Workbook or Resource) you want to download
- Documents are indicated by the following symbol 
- Click on the START button on the right to open the document
- The Workbooks and Resources can be used in either Hard Copy Format or in Paperless Form. Follow the instructions in Section 3 to download for your preferred format.



**Indicates this  
is a Document  
not a video**



The screenshot shows the 'Course Curriculum' page in the Inspire program. On the left, there is a sidebar with the 'INSPIRE' logo and 'INSPIRE Student Leadership Development Program for Senior High School Students' with a '0% COMPLETE' progress bar. The main content area is titled 'Course Curriculum' and features a 'Start next lecture' button. Below this, the curriculum is organized into three modules:

- Module 1: Defining Leadership**
  - Module 1 Lesson 1: What Leadership Is and Is Not and Why it Matters (7:09) [Start]
  - Module 1 Lesson 2: Defining Leadership and What Leaders Do (13:48) [Start]
  - WORKBOOK Module 1 - download [Start]
- Module 2: The Behaviours and Characteristics of Leaders**
  - Module 2 Lesson 1: The Behaviours and Characteristics of Leaders (7:17) [Start]
  - Module 2 Lesson 2: Why You? (5:24) [Start]
  - Module 2 Lesson 3: What Great Leaders Have and What You Need (5:09) [Start]
  - Module 2 Lesson 4: What Makes a Leader (16:52) [Start]
  - WORKBOOK Module 2 - download [Start]
- Module 3: Creating the Role of the Student Leader**

**START button**

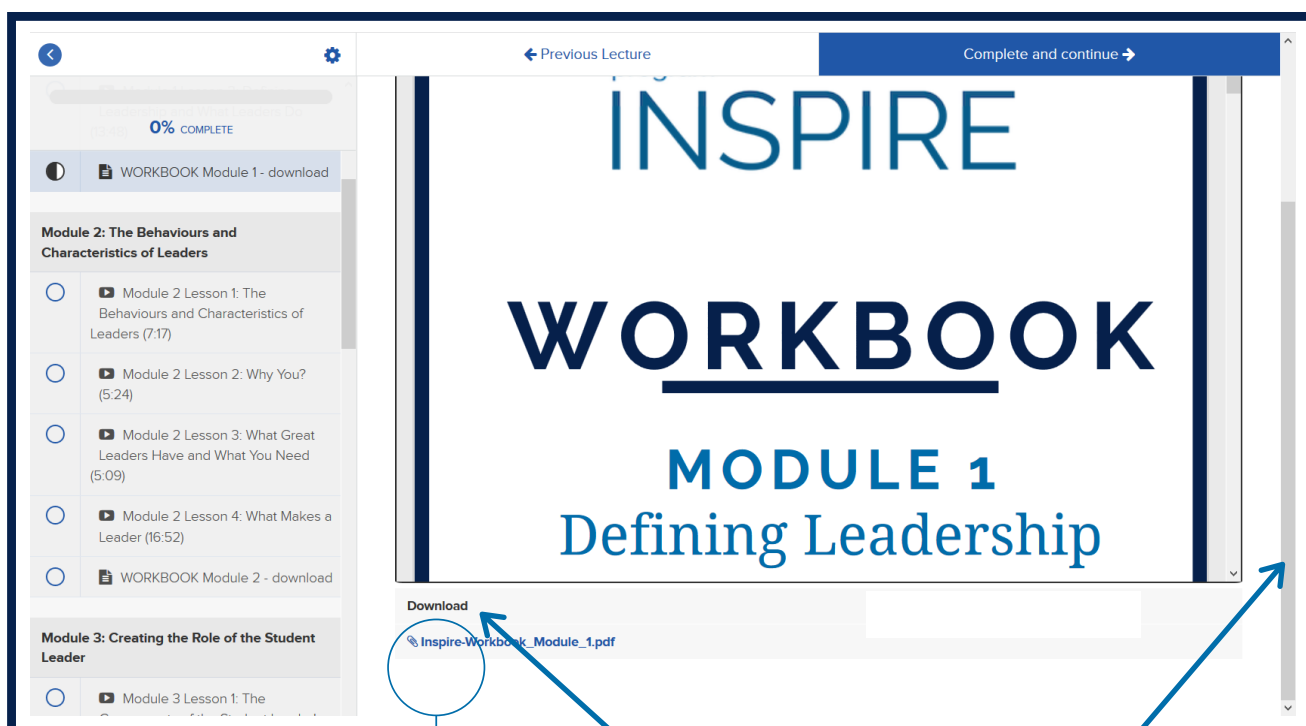
## Section 3: DOWNLOADING WORKBOOKS & RESOURCES

### HARD COPY FORMAT:

1. Open the document as per instructions in Section 2 above by clicking on the START button
2. The document will open in a new window
3. Scroll down to the bottom of the page until you see the word "Download"  
**Note:** use the far right scrolling panel not the one inside the document itself
4. Locate the paperclip symbol underneath the word "Download"
5. Click on the paperclip symbol which is the LINK to download the document  
**Note:** it will open in a new window
6. Click on the DOWNLOAD ICON on the Top Right of the screen to open the document in a new window
7. Click FILE to print document
8. PRINT the document and then handwrite your notes, responses and answers



### STEPS 2, 3, 4 & 5



Paperclip  
Symbol

'DOWNLOAD'

Far Right  
Scrolling  
Panel

## Section 3: Continued

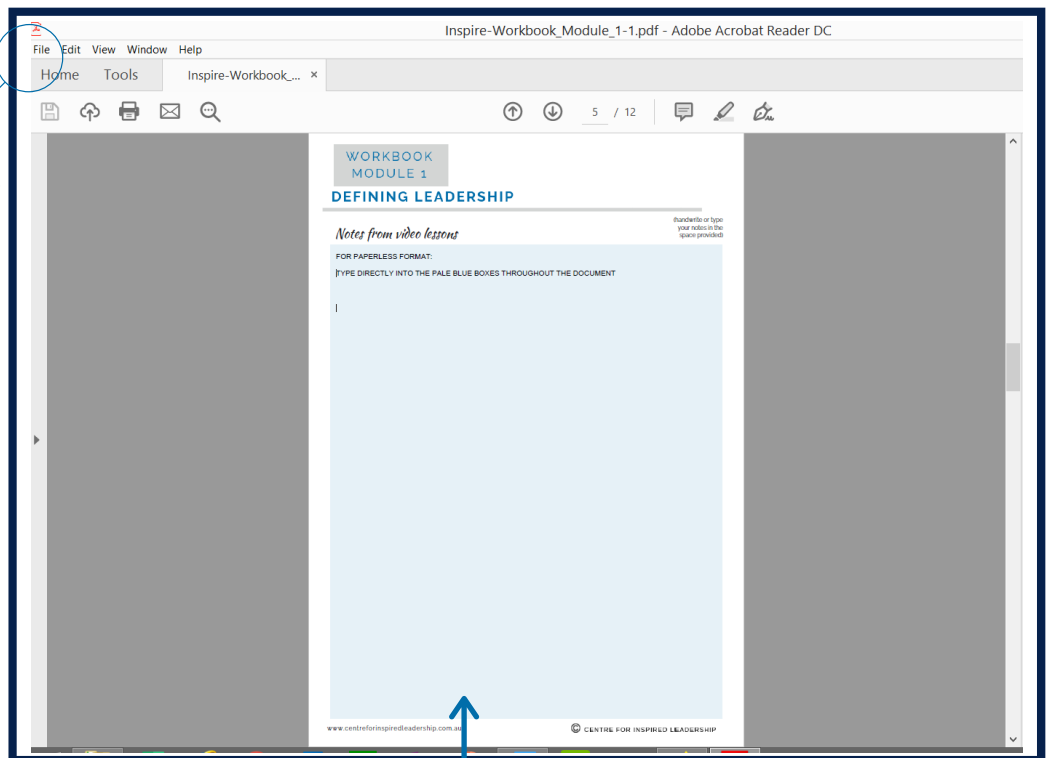
### STEP 6

Click on 'Download' symbol



### STEP 7

Click on 'FILE' to PRINT a copy



Handwrite in shaded blue boxes on your printed copy

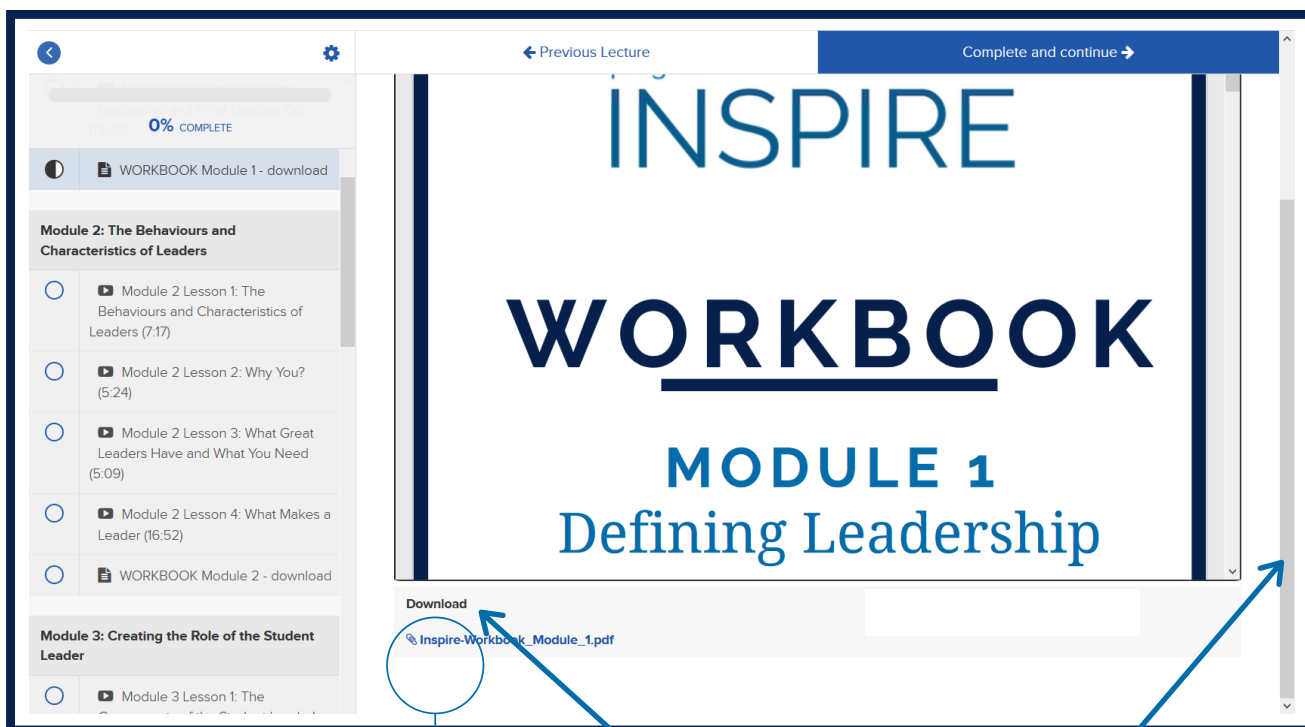
## Section 3: Continued

### PAPERLESS FORMAT:

1. Open the document as per instructions in Section 2 above by clicking on the START button
2. The document will open in a new window
3. Scroll down to the bottom of the page until you see the word "Download"  
**Note:** use the far right scrolling panel not the one inside the document itself
4. Locate the paperclip symbol underneath the word "Download"
5. Click on the paperclip symbol which is the LINK to download the document  
**Note:** it will open in a new window but you can't type into this document
6. Click on the DOWNLOAD ICON on the Top Right of the screen to open the document in another new window
7. TYPE your notes, responses and answers directly into the blue shaded areas of the document
8. Click on FILE to SAVE the document when complete



### STEPS 2, 3, 4 & 5



Paperclip  
Symbol

'DOWNLOAD'

Far Right  
Scrolling  
Panel



## Section 3: Continued

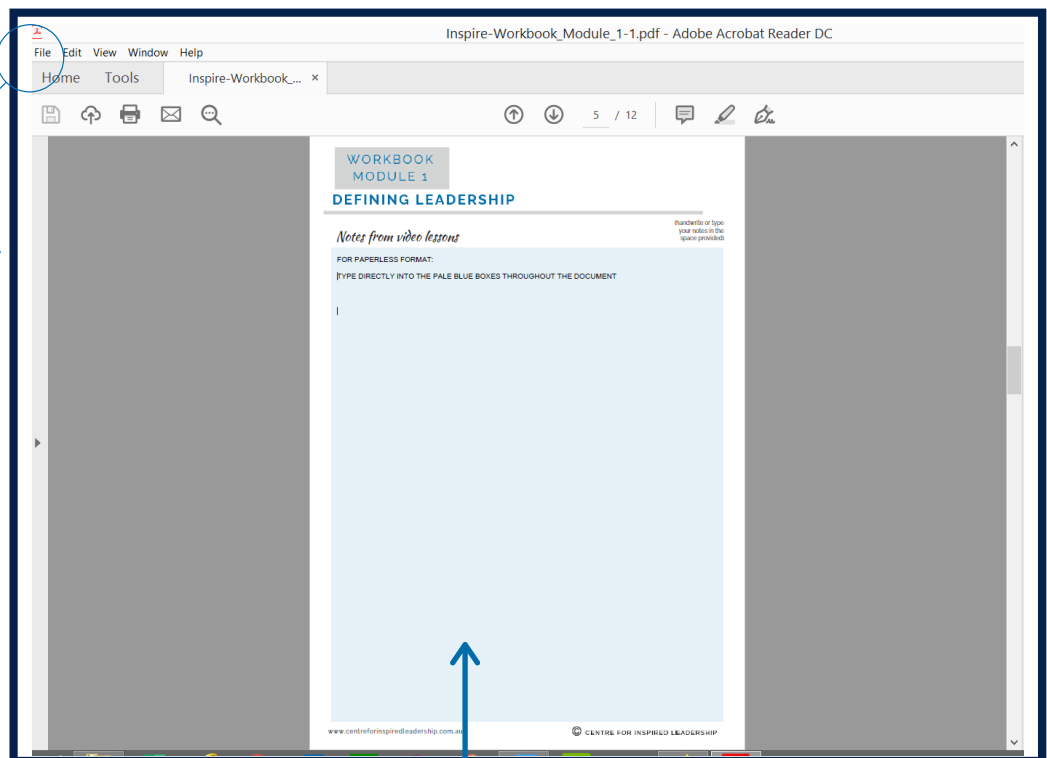
### STEP 6

Click on  
'Download'  
symbol




### STEPS 7 & 8

Click on  
'FILE' to  
SAVE a  
copy



Type directly into the  
shaded blue boxes

## Section 4: PLAYING VIDEO LESSONS

- The Video Lessons are all online. You will need internet access to open them.
- Video Lessons cannot be downloaded on to a device.
- Video Lessons are indicated by this symbol: 
- You can pause the video and restart at any time.
- **Follow the instructions listed below to watch the Videos:**
  1. Log in to the INSPIRE Program online
  2. Identify the Video Lesson you want to watch
  3. Click on the START button to the right of the Lesson
  4. The Video will open in a new window
  5. The Video should start automatically. If it doesn't start automatically click on the PLAY/PAUSE arrow to start it
  6. Click on the PAUSE/PLAY button to pause the video at any time
  7. Make sure you have your Volume on 'unmute' and turned up

### STEPS 2 & 3



Indicates  
this file  
is a Video  
Lesson

Click on  
the  
START  
button

### STEPS 4, 5, 6 & 7

Sound/Mute/Unmute  
and Enlarge to Full  
Screen Options

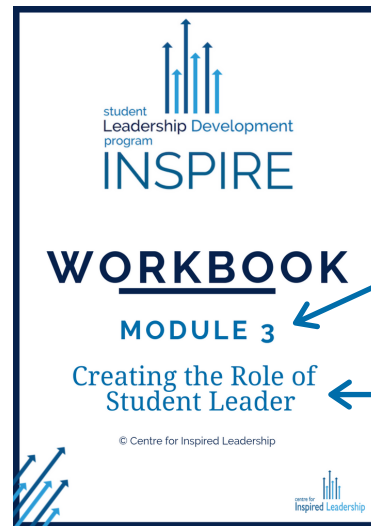
Play/Pause button

# Section 5: USING THE WORKBOOKS

## WORKBOOK COVER PAGE

There is one Workbook per Module of Lessons. You will find all the activities and tasks that relate to a Module in this Workbook.

Each Workbook indicates which Module it relates to on the front cover with Module No. and Title.



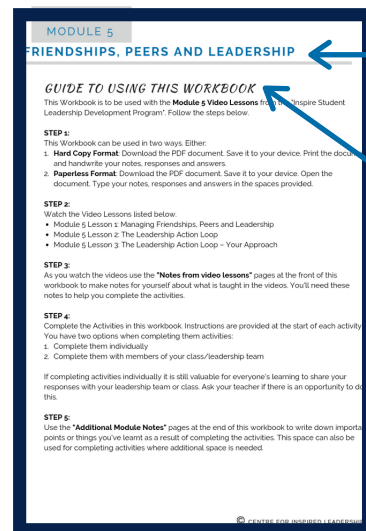
Program  
Module  
Number

Program  
Title

## GUIDE/INSTRUCTIONS

Instruct your students to read the "GUIDE TO USING THIS WORKBOOK" on the second page of each Workbook before commencing any activities/tasks in the workbook.

The Module No. and Title appear on every page in the Workbook in the Top Left Corner.



Module  
No. and  
Title

'Guide to  
Using this  
Workbook'  
page

## ACTIVITIES/TASKS

Each Activity/Task relates to a specific Video Lesson. This is indicated in the top right corner of each activity page in the workbooks.

Instructions are provided at the start of each activity/task. Students can complete activities individually or as a class/leadership team.

If completing individually it is still valuable for everyone's learning to share/discuss as a class where possible.



Video  
Lesson  
the  
Activity  
relates to

Activity  
Instructions

## Section 5: Continued

### BE PREPARED

All activities can be completed in the workbooks however, when working with a class or group it can be beneficial for students to work together to present some activities in a more visual way.

For example, there is a "My Shield" activity in Module 2 where Students create their own shield. This could be presented in a more visual way by using large sheets of cardboard or paper that can be displayed in the classroom

We advise that Teachers read through the Workbooks before students commence the activities to determine if resources such as cardboard, marker pens or other material may be required for this purpose.

### TEACHING SUGGESTION

Set a Homework Task for students to watch a specific lesson or full module at home.

Then use the next classroom lessons for students to work on activities from the Workbook together as a group.

This will save time watching the video lessons at school and enable your leadership group to collaborate on ideas, activities and discussion.

## Section 6: USING THE RESOURCES

### RESOURCES COVER PAGE

The Resources are in addition to the core Modules of the Inspire program and provide opportunity for extended learning.

Each Resource has a unique identifying number that is indicated in the top right hand corner of the cover page and also on each page inside the resource.

The Resource Title is written on the cover page of each resource.



Resource Number


Resource Title

### HOW TO OPEN THE RESOURCE DOCUMENTS

The Resources Section is located at the very bottom of the Dashboard Panel after "Module 5". Scroll down to locate this section.

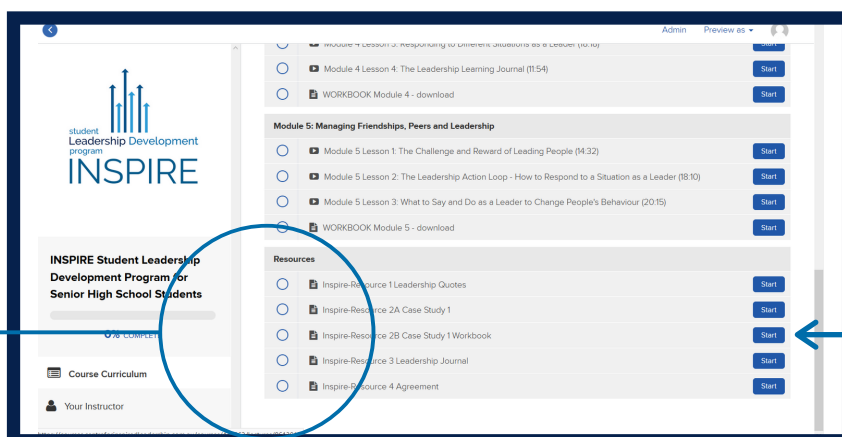
Click on the START button to open the document.

All resources can be opened and viewed online.

However not all resources can be downloaded. The ones that can be will have the paperclip symbol and file name at the very bottom of the open document. 

Refer to Section 3 above on how to download workbooks and resources.

Resources section is located at bottom of dashboard panel after all the Modules



Click on Start button to open

## Section 6: Continued

### RESOURCE INSTRUCTION PAGE

All Resources are ready to use immediately and require no additional research or preparation by the teacher.

Instructions for use are provided at the beginning of each resource and should be read before commencing any of the activities.



Resource  
Instruction  
page

Some resources relate specifically to a Module and should be used as an extension of work done in that module. If this is the case you will be instructed to use a particular Resource in the Workbook for that Module. For example, the Resource 3 Leadership Journal is part of Module 4 (see below for further explanation).

Other Resources are better suited to be done after the five modules have been completed. For example, Resource 2A and 2B are part of a Leadership Case Study and although this case study doesn't relate to one specific module it is a great additional learning project for students.

**Note:** The Resources section will be added to each year so check in regularly for new material so that you can continue to provide leadership learning opportunities for your students.

### RESOURCE 3: LEADERSHIP LEARNING JOURNAL

Module 4 of the Inspire Program introduces Students to the Leadership Learning Journal.

#### How to Use Resource 3:

Students should complete the activities in Module Workbook #4 first and then use Resource 3 to complete a 10-week project.

#### Project:

Students use the Journal to write down and keep track of all the situations they face as a Student Leader for a 10-week period. By doing this they will have a record of what is working well and what they might need to change about the way they respond as a leader in different situations.

At the end of the 10-week project get your students together as a group and ask them to share one or two situations from their Leadership Learning Journal with the class.

A full copy of the Journal for 10 weeks is available to download in the "Resources" section of the Program. File name: **Inspire-Resource 3 Leadership Journal**



## Section 6: Continued

### RESOURCE 4: STUDENT LEADER ROLE AGREEMENT

Module 3 of the Inspire Program is about creating the Student Leader's Role. In the Resources section you will find a supporting resource to help students create their own Student Leader Role Agreement.



### HOW TO USE RESOURCE 4

Students complete the activities in the Module 3 Workbook.

Then students use Resource 4 to create their own Student Leader Role Agreement.

Once complete students and the Teacher should sign the back page of the document.

Both students and the school should keep a copy of the signed document and refer to it regularly throughout the year.

The completed, signed document is a resource for students about what they have agreed to as a student leader at your school.

You can download the Agreement document from the "RESOURCES" section of the INSPIRE Program.

File name: **Inspire-Resource 4 Agreement**