

3» NAVIGATE

THEME

Contributing and
Influencing

SUB THEMES

Planning to Lead
Leading in Action

Overview

In this activity Participants plan, implement and evaluate a short event for a group.

Case study scenarios are provided for initial discussion.

If Participants are school-based, the event might be for other students. If club-based or a youth group, the event might be for younger members.

This learning activity is offered at both Navigate – stage 3 and Empower – stage 4.

If Participants complete both Event Extravaganza 1 (Navigate) and Event Extravaganza 2 (Empower), Facilitators should ensure that the events Participants lead are different for each stage.



Event Extravaganza 1

Knowledge and skills

Knowledge of context, leadership styles and roles appropriate for context, planning and organising for the role, leadership methods, balancing roles, goal-setting and implementation, applying strategies, reflecting and evaluating, time management.

Resources

- Leader Journal template
- Case study examples attached to this learning activity
- Event planning templates attached to this learning activity



Scenarios for Planning Events

STEP 1

Use the case study events to discuss and describe why an event might or might not be successful or viable. Facilitators are encouraged to use their own examples as well as local events that may be more relevant to the Participants.

STEP 2

The Facilitator describes the event the Participants will be leading if it is a set event. Otherwise, the Facilitator leads a brainstorm of event possibilities. Event ideas might include:

- Sports tournament
- 'House' events
- Peer support event
- Fitness-based event
- Adventure/Camp
- Club social event
- Prize-giving function
- Bush walk.

STEP 3

The group is split into 'event teams' and allocated a role. Each role has specific responsibilities. Participants record in their Leader Journal templates their roles and responsibilities on the event team sheet using the process of task to be completed, by who, when and a completion sign-off.

STEP 4

The 'event teams' are given a specific timeframe for their event.

STEP 5

The event is implemented.

The Facilitator completes the Event Leader Checklist for each Participant.

STEP 6

The Participants complete their reflections in the template *Reflective Thoughts on the Event*.

TOWN FAIR

A small town in New Zealand holds an annual town fair. 2010 represents the 25-year anniversary of this event. The same organising committee has been running the fair for the past 12 years. Two key committee members have moved away since the fair last year and registrations for stalls are down 20% from last year.

The fair has been used as a fundraiser for the local school/club/youth group in the past and has generally been well supported by the community.

Event organisers: Town committee members (eight volunteers).

Resources available: Use of the town hall and car park. No sponsors have been secured at this stage.



'The Sands' beach club has a membership of 100. The part-time Development Officer would like to increase the number of female teenage club members and has come up with this 'Surf's Up' event concept. There is no real budget attached to this event, but some members may volunteer their services for free. Females in the local community will be targeted.

Event organisers: 'The Sands' Beach Club Committee (six members, event planning led by the Development Officer).

Resources available: 10 surfboards, clubrooms, lifeguards.

SURF'S UP



DROP-IN CENTRES

The local soccer clubrooms have been vacant for six months. Vandals have been 'at work' by adding graffiti to the outside of the building. The Community Constable has decided to create a community drop-in centre for young people to increase use of the venue and to have a place for young people to congregate. He plans to launch the centre with an open day for the youths (3-on-3 basketball and a touch tournament). Six volunteers have offered to assist in giving the soccer club a facelift. Event organisers: Community Constable and six volunteers. Resources available: he has secured two local sponsors and \$3,000 funding.



CHOICES FOR CHILDREN

A fundraising dinner for children in foster care. Money raised will enable children in foster care to participate in recreation activities. An All Black has been secured to be present at the dinner (at a cost of \$1,000). Ticket prices have been set at \$50 per person, including dinner. The venue holds 120 people. Venue hire is \$500, and a \$1,000 deposit needs to be placed with the caterers. Event organisers: Kids Trust (committee of six volunteers). Resources available: the budget set aside for the event is \$2,000 (received from funding).



For the selected scenario or a local example, Participants consider:

- Is this event viable? Will it work? Why/Why not?
- If it's not viable, suggest necessary actions to address viability
- What needs to happen for the event to be a success?
- How can you relate this scenario to the event you will be leading?

LEADER JOURNAL

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NAME _____

Event Extravaganza 1

Roles and Responsibilities of Event Team

Role	Names of people responsible
<i>Promotion</i>	
<i>Risk management/health and safety</i>	
<i>Event goals and evaluation</i>	
<i>Operations and budgeting</i>	

PROMOTION RESPONSIBILITIES

Task	Who?	When?	Tick when complete





RISK MANAGEMENT/HEALTH AND SAFETY RESPONSIBILITIES

Task	Who?	When?	Tick when complete

EVENT GOALS AND EVALUATION RESPONSIBILITIES

Task	Who?	When?	Tick when complete

OPERATIONS AND BUDGETING RESPONSIBILITIES

Task	Who?	When?	Tick when complete

Reflective Thoughts on the Event

1. My contribution to the event was...

2. I showed strength in...

3. I could have done better by...



4. Our team did well by...

5. Our team could have done better by...

6. I have learnt something about my personal leadership...

7. Next time I am going to...

