

***It is Time to Change the Way Communities  
Make Decisions about Persons with Disabilities***

## **Leaders Without Limits Training Curriculum**

Learn how to implement and maintain a program designed specifically to increase the number of persons with disabilities participating in leadership roles in the local community. Leaders Without Limits is an 18 hour Community Leadership Academy course designed to train individuals with disabilities to actively participate on community nonprofit boards, political advisory boards and commissions.

As ongoing advocates for positive social change efforts, Resources for Independence Central Valley created this program to offer the tools to implement a local Community Leadership Academy. Join with us to make an impact on disability inclusion. The Graduates of the Community Leadership Academy are now members of non-profit boards and political committees.

### **Benefits of the Leaders Without Limits training**

- ✓ Expand the number of community agencies and politicians that actively support your agency.
- ✓ Increase financial opportunities and support for your agency.
- ✓ Bring unique talents and expertise with a disability perspective into new community leadership roles.
- ✓ Establish newly identified volunteers with disabilities trained in community leadership.
- ✓ Create new professional networks for persons with disabilities.

## **Trainers will learn:**

- ✓ How to effectively develop a Leaders Without Limits training program.
- ✓ How to inspire individuals to be leaders in the community.
- ✓ Strategies to obtain funding and speakers for the course.
- ✓ How to recruit participants for course implementation.
- ✓ How to ensure program success.

## **Students will learn:**

- ✓ The impact they can make as a community leader
- ✓ Roles and responsibilities of nonprofit boards and political committee members
- ✓ How nonprofit boards operate
- ✓ Legal and ethical responsibilities
- ✓ New strategies for connecting with local government officials and nonprofit agencies
- ✓ How to identify and obtain a public board/committee position
- ✓ How to represent a public entity
- ✓ How to create new professional networks

## The Leaders Without Limits Training Course Activities, Purpose and Learned outcomes include:

### Leadership in the Community

#### Trainer's Guide: Session 1

<b>Estimated Time:</b>	<b>30 Minutes</b>	Welcome to the Community
	<b>15 Minutes</b>	Leadership Academy
	<b>30 Minutes</b>	Course Overview
	<b>40 Minutes</b>	Appointed Authority vs. Natural Leadership
	<b>15 Minutes</b>	Becoming a Community Leader
	<b>45 Minutes</b>	Break
	<b>45 Minutes</b>	Legal and Ethical Issues
		Guest Speaker Topic: Applying Your Life Experiences to Lead

#### **Purpose:**

This lesson will introduce participants to the academy and enable them to better understand the concept of leadership.

#### **Participants will learn:**

- The mission and goal of the academy and why it is important to them
- How to identify the various types of leadership
- How the legal system works regarding boards
- About the responsibilities of representing the public

#### **Upon completion of this lesson, participants will have:**

- Identified what type of leadership style best fits them
- Learned about the legal responsibilities of sitting on a board
- Learned how their actions will be perceived in the community

## Functions of a Nonprofit Board

### Trainer's Guide:      **Session 2**

<b>Estimated Time:</b>	<b>45 Minutes</b>	Articles of Incorporation and Bylaws
	<b>30 Minutes</b>	Roles of Board Officers and Committee Chairs
	<b>45 Minutes</b>	Robert's Rules of Order
	<b>15 Minutes</b>	Break
	<b>15 Minutes</b>	How Most Boards Operate
	<b>30 Minutes</b>	Nonprofit Finances and Financial Statements
	<b>30 Minutes</b>	Guest Speaker Topic: Nonprofit Board Leadership

### **Purpose:**

This lesson will enable the participants to understand the working of a nonprofit board of directors and how they can participate as a board member themselves.

### **Participants will learn:**

- How nonprofit boards operate
- How to review financial statements
- Their responsibilities as a board member
- How to properly communicate in a board setting

## Government & Nonprofit Commissions, Committees and Councils

### Trainer's Guide:      **Session 3**

<b>Estimated Time:</b>	<b>60 Minutes</b>	Types of Government Bodies
	<b>15 Minutes</b>	Similarities and Differences with Boards of Directors
	<b>15 Minutes</b>	Break
	<b>30 Minutes</b>	Representing a Public Entity
	<b>30 Minutes</b>	Other Important Factors Concerning Public Bodies
	<b>60 Minutes</b>	Guest Speaker Topic: A Government Perspective on Leadership in the Community

### **Purpose:**

This lesson will enable the participants to understand the basics regarding Government Boards, Committees, and Councils.

### **Participants will learn:**

- How to represent a public entity
- How to differentiate a nonprofit and government board
- How to identify and obtain a government board position

### **Upon completion of this lesson, participants will have:**

- An understanding about open-meeting laws
- The tools to research open board positions
- A perspective regarding board governance from a public official

## Research and Networking

**Trainer's Guide:      Session 4**

<b>Estimated Time:</b>	<b>45 Minutes</b>	Importance of Community
		Contacts and Reputation
	<b>90 Minutes</b>	Review & Final Questions
	<b>15 Minutes</b>	Break
	<b>60 Minutes</b>	Guest Speaker

**Purpose:**

This lesson will give participants a foundation for networking and relationship building for the purpose of positive community change. Participants will also have the opportunity to review academy material and expand on what has been covered in the course thus far.

**Participants will learn:**

- How to research opportunities for a board position
- How to effectively present themselves in a board interview

**Upon completion of this lesson, participants will have:**

- A thorough understanding of the importance of relationship building
- Strategies for effective networking
- Practice honing skills covered in academy coursework

## Final Exam and Graduation

**Trainer's Guide:      Session 5**

<b>Estimated Time:</b>	<b>90 Minutes</b>	Final Exam: Mock Board Scenarios
	<b>15 Minutes</b>	Training Evaluation
	<b>15 Minutes</b>	Break
	<b>60 Minutes</b>	Graduation Ceremony
	<b>60 Minutes</b>	Networking/Meet and Greet

**Purpose:**

This session will enable the participants to present the knowledge gained to pursue a leadership role in the community and network with representatives of boards, committees and councils of interest.

**Upon completion of this lesson, participants will have:**

- Displayed confidence to pursue a leadership role in the community
- Developed a relationship with officers of a nonprofit board, government board, committee or council to become an active member
- Practiced presentation skills
- Identified a nonprofit board, government board, committee or council to become an active member