

School In My Community

Teenage Leadership Manual



TEENAGE
NETWORK

NOT FOR SALE

TEENAGE LEADERSHIP MANUAL

Produced by

**TEENAGE EDUCATION AND
EMPOWERMENT NETWORK,
Abuja, Nigeria.**

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About the Teenage Network

The Teenage Education and Empowerment Network (TEENAGE NETWORK), is a youth led non-profit organization that improves access to quality education and health for adolescents in Nigeria. The organization equips adolescents with 21st century leadership skills and harnesses their skills and talents towards nation building.

The Teenage Network bridges the gap between today's education and the 21st century professional needs by complementing classroom lessons with life-skills and comprehensive sexuality education, supporting adolescent victims of gender-based violence and providing community education for out-of-school and unskilled teenage mothers.

Through research, advocacy, community engagement and school-based initiatives, the Teenage Network has demonstrated over time its strengths in amplifying adolescents' voices, building safe spaces for adolescent girls in Nigeria. The organization has impacted over twenty thousand adolescents across five states in Nigeria.

Mission Statement

To facilitate access to quality education and health for adolescents in Nigeria, especially girls, as key drivers of sustainable development.

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INTRODUCTION

The Teenage Leadership Manual equips teenagers with the right skills to take leadership roles in the 21st century. We believe the transformation of Africa lies in her youthful population and the time to harness the youth resources is now.

This initiative aims to change the leadership narrative in Africa by empowering adolescents with leadership, problem-solving, communications, and advocacy skills to enable them to lead from where they are.

This manual is produced and adopted by the Teenage Network for the School in My Community Project supported by the Share Yourself Organization. However, this manual can be adopted by other organizations working with adolescents.

We believe that this manual can be utilized by any organization to inspire adolescents to think critically and creatively, communicate effectively, and to lead the change.

Course Objectives

At the end of this course participants will:

1. Understand the concept of leadership, leadership models, qualities of effective leaders, and leadership myths.
2. Appreciate and learn to solve local problems, understand approaches to problem-solving, problem analysis, solution mapping, and goal setting.
3. Develop effective team spirit.
4. Develop effective communication skills, understand storytelling and Networking skills.
5. Understand their civic responsibility, Participate in political decision-making processes through voting and advocacy

Instructions to Facilitators

1. Each session takes an average of 45 minutes.
2. Welcome participants and introduce yourself in first classes.
3. All Sessions must be participatory; therefore we encourage facilitators to adopt the Icebreakers stated in this manual.
4. Ensure that each session objectives is made known at the beginning of the class
5. It is important that all participants are given equal opportunity in class and no one is shut down for any reason

Session 1:

Introduction to Leadership

Session Objectives:

- The purpose of this session is to define leadership, debunk myths and change participants perceptions about their ability to lead others as adolescents. At the end of this session, participants will be able to:
- Understand the meaning of leadership
- Understand the different leadership models
- Correct misconceptions about leadership
- Make decisions to develop their leadership skills

Icebreaker:

“If I were a thing (Encourage Participants to introduce themselves with their name, school, class and mention one non-living thing that shares a similarity with them e.g A pencil because it is open to correction. A permanent marker because I make a permanent impression/impact in people's live)”

Activity 1: Who is a Leader?

Scenario A:

- Farouk is the only son of a rich business man, he has all that he needs, wears fancy clothes and shoes, and he is popular in school.
- Bidemi is the class captain, teacher's delegate's major activities to her.
- Emeka and Susan formed a group that looks into identifying the needs of their fellow students; they notify the principal about them and organize other students to solve the problem.

Work to do:

Name four leaders that you know, IDENTIFY THEIR LEADERSHIP MODEL, list the problems they solve and how they inspire you.

1.1 Who is a leader?

In this manual, we will adopt the definition of leadership given by Bernard Bass. According to him, “leaders are persons whose acts affect other people more than other people's acts affect them”

A leader is one who takes initiatives towards solving a community problem by motivating others. Leaders always take positive actions.

1.2 Leadership Myths

There are many misconceptions about leadership. Some of which are;

- **Leadership is not about holding a position:** Leadership is about influencing others to take actions to solve a problem. Positions of authority only provide the opportunity for people to lead. Lead from where you are.
- **Leadership is about Masculinity:** People often think leaders must be boys, men, fathers and brothers, this is not true. Anyone can be a leader including girls, women, mothers and sisters. Leadership is a skill; it has nothing to do with gender.
- **You have to be rich to be considered a Leader:** Again, leadership is a skill and not about social status. That a person is rich, doesn't mean that he/she can lead effectively. However, a rich person who takes initiatives to solve problems is considered a leader. These problems are all around in our homes, schools and communities. The question is *what positive change can you create as a student?*

1.3 Leadership Models

This can also be referred to as leadership styles. Leaders can be authoritative, democratic, transformational and service driven.

- **Authoritative leadership:** the leader sees himself/herself as the most powerful and dictates for the community rather than encouraging collective decision making. The leader controls rather than motivate, This is not an effective leadership style because it deprives the followers of their individual rights and there is no shared vision between the leader and his followers.
- **Democratic leadership:** This style is based on mutual respect, the leader takes decisions by recognizing the strength of his followers. Decision making is participatory, based on influence and majority vote.
- **Transactional Leadership:** is a leadership style in which the leader promotes compliance to already set standard through rewards and punishments.
- **Transformational leadership:** this is a leadership style in which the leader inspires the followers to innovate to solve problems. There is a shared vision, purpose and goal.
- **Servant leadership:** this leadership style is about service to the people. The leader leads

- by example and motivates others to 'do as they do' not 'as they say'.

It is possible for one to combine the transformational, democratic and servant leadership styles.

1.4 Qualities of a Leader

Leaders are people with a sense of identity. They carry a deep sense of meaning, purpose and intent about why they do what they do. Every leader influences people positively and those with them are always excited because people want to work with a leader with a sense of purpose.

The following are qualities of a leader:

1. **Communication:** Leaders are effective communicators. They ask questions and listen actively to their others to enable them understand the problems. Leaders have to communicate their visions, motivate and influence others for support.
2. **Integrity:** Leaders are people of integrity. They are honest and trustworthy.
3. **Vision-Oriented:** Leaders need to see beyond present problems to be able to develop solutions. People follow those who have viable long term goals
4. **Proactiveness:** Leaders think ahead of others, they anticipate challenges and plan ahead.
5. **Team building:** Solving problems require collective efforts. To be a leader, you must be a great team builder and player. As a leader, you should work with like-minded people, help them develop in areas they are lacking and consider their recommendations in solving problems. Leaders don't act alone; they influence and motivate others to join them in taking actions.

1.5 Benefits of Becoming a Leader

It is good for adolescents to take leadership roles. When you develop your leadership skills, you impact people's life positively and become a role model. For example, Nelson Mandela of South Africa, Ben Carson of the United States of America and King Jaja of Opobo in Nigeria are leaders known and celebrated all over the world.

The following are advantages of becoming a leader

1. You solve problems in your society as a leader and thereby making Nigeria a better place.
2. You will become known and celebrated like other great leaders of history

1.6 How to Develop Leadership Skills

Everyone can become a leader because leadership skills can be developed. Therefore, we must learn to become leaders of change. The following are ways we can develop our leadership skills:

1. **Read Books:** Readers are leaders. One way to develop yourself is through constant learning, reading improves your creativity and gives you new ideas of doing things/ solving a problem. You can start by borrowing books from the library and by saving up to buy books.

- 2. Share your stories: Leaders are story tellers.** They share their stories with the people around them for the purpose of influencing them to take action. See the session on story telling on how to share your stories effectively as a leader.
- 3. Develop Self-confidence:** Leaders are confident. They are not afraid to take responsibilities to solve problems. Believe in yourself and in your abilities.
- 4. Learn from mentors:** There are leaders whom you look up to in the community, to develop your leadership skills, you must be willing to learn from them. Read about them, apply to be their mentees and ask.
- 5. Take actions:** people become effective leaders by taking actions. Start from where you are, take actions by cleaning your environment, being a voice for the abused and by advocating for your rights.

Session 2:

Introduction to Problem Solving

Session Objectives:

This session will cover problem identification, the use of a problem tree, solution mapping and goal setting.

The session aims to achieve the following objectives:

- Analyse problems using the problem tree model
- State the key components of solution mapping
- Demonstrate how to set goals

Icebreaker:

- Basket Game (Divide participants into group of three. Have three baskets located sequentially farther, encourage each group to decide the number of point they intend to score and then choose representative. See which group has the highest and share how they achieved it with the class.
- Coconut Exercise

Work To Do:

Participants will be required to identify two problems they want to solve, analyse and come up with a solution map at the end of the class.

Draw a 5 year plan.

2.1 Problem Identification

Problems are relative, they differ from one person to another, however, problems have three major features;

- It causes discomfort to a person
- It is as a result of someone or a group of persons action or inaction
- It can only be solved by a person or a group of people's action.

The United Nations has made it easy for us to identify what a problem is by formulating the Sustainable Development Goals (SDGs).

Have you heard of the SDGs before? The SDGs are sometimes called the global goals. In 2015, the United Nations identified seventeen (17) problem areas to solve for the world to enjoy peace and prosperity by 2030.

For this class, anything that threatens the achievement of any of the seventeen goals is a problem. Therefore, we are all together on this journey of making the world a safer and prosperous place to live.

Let's take some time to discuss the SDGs.



2.2 Problem Analyses

For us to be able to solve a problem there is a need for us to 'ACT', but for our actions to generate result, we need to understand what the problem is.

Every problem is like a tree. It has a root (which is the cause of the problem), the Stem (which is the problem that we see) and the branches and fruit (which are the consequences of the problem).

Like the typical root, some root problems also have roots, until we are able to identify the last root, solving a problem becomes impossible.

Let's us now take some time to discuss the problem tree and how to develop it.

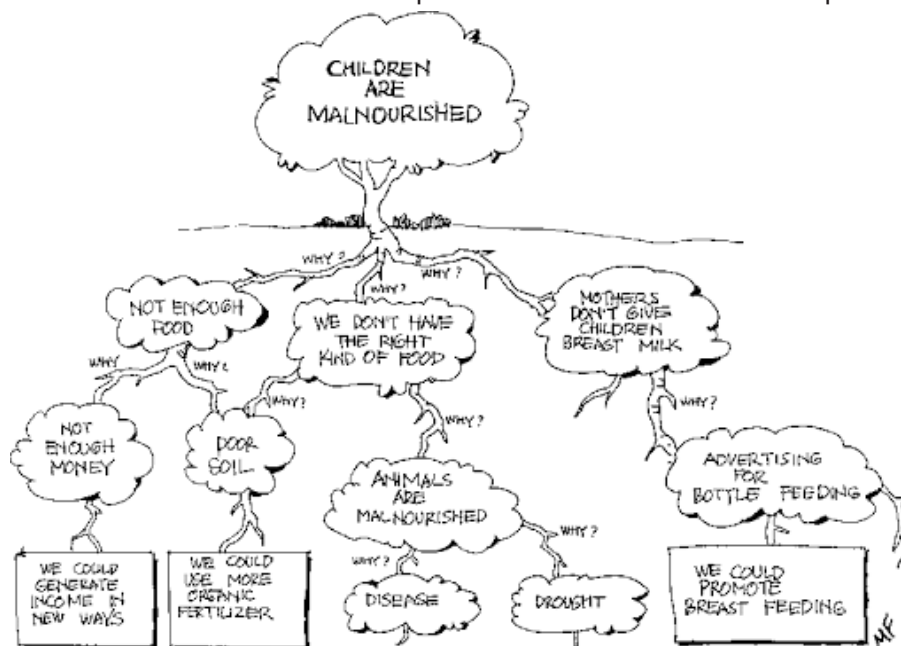


Photo Credit: www.nzdl.org

The “But Why” Technique.

Remember we said being a leader is not about knowing all things but the ability to ask logical questions that could help in solving a community/global problem. Let's examine the “But Why” technique on how to solve problems in our communities.

Example	Exercise
Problem: Too many students in the School suffer from Infected Feet	Problem:
Question: But why?	
Answer: Because they step on broken bottles and rubbles when walking	
Question: But why?	
Answer: Because they do not wear shoes	
Question: But why?	
Answer: Because they do not have shoes	
Question: But why?	
Answer: Because their families cannot afford shoes	
Question: But why?	
Answer: Because their parents are unemployed	
Question: But why?	
Answer: Because their parents are not educated and do not have skills	
ROOT CAUSE: Parents do not have skills	

2.3 Solution Mapping

Now that we know the root cause of the problem, the solution also begins with asking questions.

There are six fundamental questions to ask when developing solutions to the day to day problems in life. These are What? Who?, How?, When?, Where? and Why?

At this stage you brainstorm the different solution options that you have to solve the root

cause of the problem, the key steps and key actors involved in each of the option. Thereafter, chose the best solution to work with.

- What needs to be done – involves solutions and ideas.
- Who should do it - involves stakeholders and team members.
- How should we do it – involves methods, strategies and tactics.
- When do we do it – refers to specified period of time.
- Where do we do it – refers to suitable venue or place.
- Why should we do it – refers to the reasons or rational?.



Credit:Researchgate.net

2.4 Goal Setting

Having an idea is cheap and wishes do not get things done. Having developed your solution map, there is a need to break it down into strategic steps with a timeline attached for effective implementation.

Three reasons you should set goals

1. It makes you accountable
2. It makes your plans clearer and easy to achieve
3. It keeps you motivated

Steps to Goal Setting

- Write the broad goal down
- Break it down to simpler steps or to phases
- Attach a timeline to each phase
- Set a reward for successful completion of each phase.

Qualities of a Goal

Achieving desired results is linked with setting good goals. A quality goal must possess the following qualities;

- 1. S - Specific
- 2. M - Measurable
- 3. R - Realistic
- 4. T - Time bound.

These four qualities of goal setting are also called SMART.

Kindly read overleaf for the goal setting worksheet.

2.5 Goal Setting Worksheet

Name:

Problem Statement:

Root cause of the problem:

Solution Statement;

Goal: I will end poverty in my family, I will be a role model to my siblings.....

To achieve this, I will (specific action words e.g identify, study, change, stop), how many times,

- 1. I will obey my parents at least five times in a day
Start Date: End Date:

- 2. I will ensure the house clean everyday
Start Date: End Date:

- 3. Start Date: End Date:
Limitations: Plans

- 1.
- 2.
- 3.

I will know I have achieved these when

- 1.
- 2.
- 3.

When I achieve it, I will reward myself by e,g buy a candy for myself

- 1.
- 2.
- 3.

Session 3: Team Building

Session Objectives: At the end of this session, participants will;

- Understand the Importance of Team work
- Develop team spirit

Icebreaker: The Adolescent Circle

Work To Do: Group Assignment

Leadership is about influence, influencing others to solve a problem. There is no leader without a team. If you want to go fast, go alone, but if you want to go far, go with people (African Proverb).

The key word for team work is shared goal, shared responsibility and shared outcome/success. Everyone will at one point in time work in a team because life itself is intertwined.

3.1 Things to consider in choosing your team:

1. Common goals – every team member must have a mutual goal.
2. Clear responsibility – every member of a team should have a specific role to play.
3. Secured commitment – every member of a team plays a key role in achieving the collective goal, therefore, it is important they focus and put in their best.

3.2 Importance of Team Work

1. It increases productivity
2. It enhances of motivation
3. It makes work faster and easier

3.3 How to be an effective team player

1. Set defined roles. Identify your strength/ skills and every member of your team's strength and delegate assignments based on individual strength.
2. Communicate clearly and effectively
3. Secure commitment of each team member
4. Embrace diversity, be tolerant
5. Be appreciative

Session 4: Communication Strategy

Session Objectives: At the end of this session, participants will

- Understand how to communicate effectively
- Understand the importance of storytelling and how they can use it to their advantages
- Develop networking skills

Icebreaker:

Have Five Girls leave the classroom. Tell a short story to the class, have one of the girls in the class narrate the story to one of the girls outside the classroom. Let the five girls pass the information from one person to another.

Work To Do:

Draft a story

4.1 Effective Communication

Communication is an important part of our day-to-day activities. It is a process of exchanging ideas, thoughts, knowledge and information such that the purpose or intention is fulfilled in the best possible manner.

You would recall that effective communication skills is one of the key qualities of a leader earlier discussed. You need effective communication to be an effective team player, to analyse a problem effectively and to influence people.

For communications to be effective, it needs to possess the following features;

1. Clarity:
2. Correctness
3. Completeness
4. Reliability
5. Right medium

Fake news has been one of the reasons for conflicts in our society today. The only way to avoid this is to ensure that every information meet these five criteria before you act on it or share it with another person.

4.2 COMMUNICATION PROCESS

Communication is not complete without a feedback and the major difference between an effective communication and a noise is often the channel or medium of communication. It is important to speak in a language that the receiver understands. Being effective in communication also requires that you listen to people actively.

Communication Process

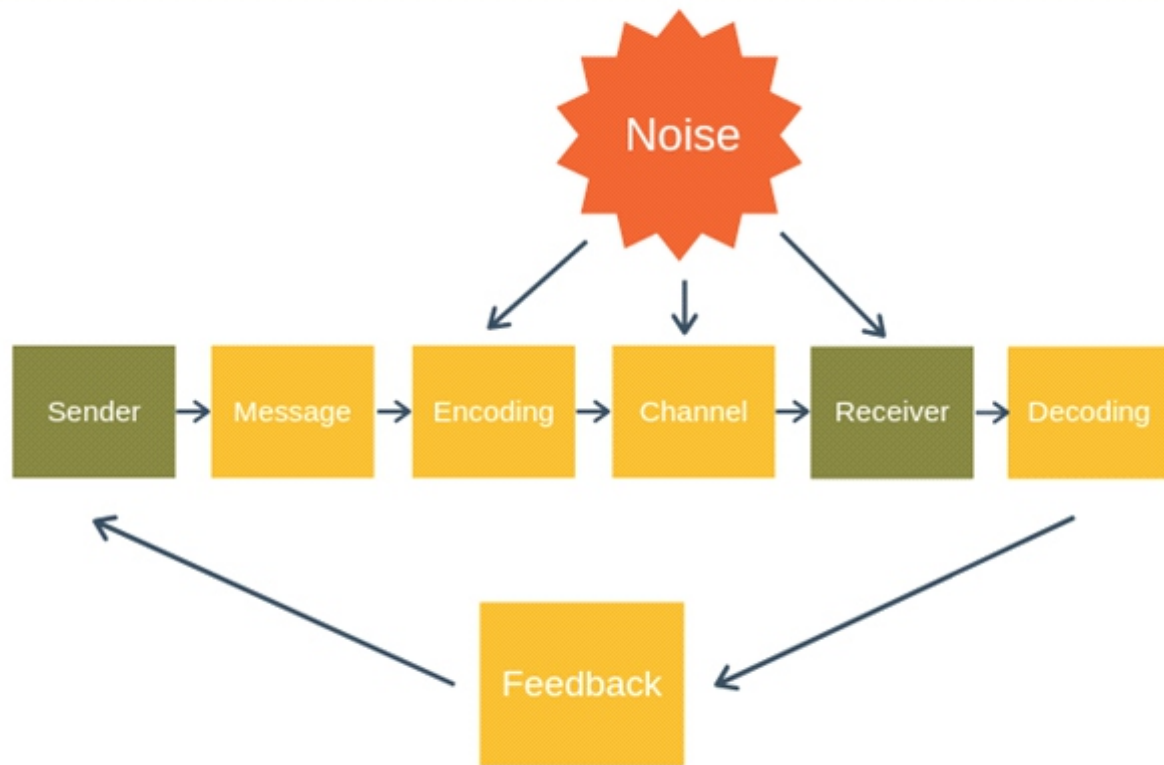


Photo Credit: expertprogrammanagement.com

4.3 Story Telling

Storytelling is the act of actively creating vivid, multi-sensory images, actions, characters of an event through communication. It is the process of using facts and narratives to communicate, ignite passion and empathy in your listeners.

Humans like stories but storytelling doesn't just entertain, it speaks to emotion and when rightly framed, it spurs people to take actions. To tell a good story, the following must be carefully considered:

1. **Purpose of the Story:** What is the job to be done (JTBD?), Why are you telling the story; is it to inform, to entertain or to inspire listeners to take actions?
2. **What Moves your Audience:** It is important to know your audience to craft a good story. For instance: Telling a Fisherman that global warming causes disease may not move him to actions like when you tell him about how it could lead to death and extinction of fishes. Also, it is important to understand the logic of your audience, what moves them, is it figures, is it emotions, what is in the story for them?
3. **Bring stories to life** by constructing a story your audience can identify with. Let your story resonate with your listeners. Remember the last time your grandparent told you about the tortoise, all he did were things you can relate with. You need to show your listeners what you are talking about, that is storytelling.
4. **Live your audience with a take away.** Ensure to clearly provide a moral lesson in your stories, do a call-to-action..

4.4 Networking

Networking is the act of making contact and exchanging information with other people, groups and institutions to develop mutually beneficial relationships.

It is not about meeting the most influential people but creating values in your day to day meetings with individuals. To be highly effective in the 21st century, everyone must actively network.

How to Network?

1. Keep an open mind: Be willing to meet people, be optimistic that the people you meet will like your company and your ideas, be open to learning from and about them, be an active listener and always remember to wear a smile. Be approachable.
2. Identify the mutual area of interest
3. Think and offer value
4. Build long lasting relationships: Not every relationship has immediate purpose, learn to cultivate relationships by following up.
5. Don't be afraid to ask for help, when you need it. A lot of people feel awkward about asking people for help; you must understand that everyone will at one point or the other need help. However, in order not to feel like an opportunist, it is advisable for you to be the first to offer a favour.

Benefits of Networking

1. An avenue to exchange ideas
2. Access to new opportunities
3. Developing long-lasting relationship.

Session 5: Civic Education

Session Objectives:

This session aims to introduce the Nigeria political process.

The specific objectives include:

1. Understand basic election processes
2. Appreciate elections
3. Aspire to register as voters at age 18

Icebreaker: Ten Claps, Ten Steps

Activity 5:

Mock election

5.1 Elections in Nigeria

There are two ways countries that practice democracy select their leaders, through elections and appointments.

In Nigeria, elections to the offices of President, Governor and lawmakers are conducted every four years. When a president or a governor is elected, he or she sets up a team, which is often referred to as the Cabinet.

Apart from local government elections, all other elections in Nigeria are conducted by the Independent National Electoral Commission (INEC).

At the Local Government Areas (LGAs), elections are conducted by the State Independent Electoral Commissions (SIEC). There are 36 SIECs in Nigeria, 1 in every state. The SIECs conduct elections for Chairmen and Councillors.

In elections, the candidate with the majority vote wins. Election candidates often influence their voters through effective communication and storytelling. However, only 4.17% of women in Nigeria currently hold elective positions in Nigeria, even though they constitute 49.4% of the total Nigerian population (CDD, 2019). To change Nigeria and solve her problems, it is important for more women to become elected because leadership is for both gender and women have the skills to lead.

It is important to note that to contest election in Nigeria; one must become a member of a political party first. There are 18 political parties in Nigeria and people from age 18 are qualified to become members and contest elections.

5.2 Voting during Elections in Nigeria

Every election is conducted through voting. It is by voting that people decide who will be their leader. To vote in Nigeria, you must meet the following requirements;

1. The person must be a citizen of Nigeria
2. The person must be 18 years of age
3. The person must be registered to vote

It is very important for young and older people to register to vote. Out of a population of over 200 million people, only 84 million Nigerians are registered to vote. This means that only the 84 million people determine Nigerian leaders. As a change maker, you need to register and vote at age 18.

5.3 Advocacy

Advocacy is an activity by an individual or group that aims to influence decisions within political, economic, and social institutions. It is the process of identifying a problem and reaching out to those who have the power to solve the problem. Our duties as change makers doesn't just end at voting, we must hold elected and appointed leaders accountable through constant engagement. We must demand for policies that improve quality of life and ensure they deliver on their campaign promises.

For example, the government has allocated money to build roads in your community but it was not implemented. You can write to the relevant agency, start a social media campaign, mobilise your community members to visit their office to ask questions and to make their concerns known. There is so much we can achieve, if we continue to hold leaders accountable, you are not too young to advocate and you can begin now.

Things to do

- Register to get a permanent voters card and to vote on election days as soon as you clock 18years.
- Support women and youths whose ideology matches with yours.
- Refuse to serve as political thugs, rather act as stakeholders
- Do not engage in vote buying/selling: one of the major limitations to youth and women emergence in politics is monetization of votes.
- Study election processes in Nigeria and be involved.
- Engage in policy advocacy

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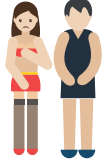
www.teenagenetwork.org

Facebook: Teenage Network

Instagram: Teenage Network1

Twitter: Teen_ageNetw

Ten Things Every Adolescent Girl Must Know About Sexual Abuse.



1. Child Sexual abuse is defined as having sex with a minor (someone under the age of 18), inappropriate touch (touching a child's breast, vagina or penis), making a child watch or act pornography, putting a private organ in a child's mouth, marrying a girl who is younger than the age of 18 or circumcising a girl (Female Genital Mutilation).



2. These sexual Offences are punishable under the Nigerian law, particularly in the FCT, see the penalties/punishments;
 -Rape: life imprisonment
 -Gang raping: minimum of 20years imprisonment
 -Attempted Rape: 3years imprisonment or fine
 -Incest: 10 years imprisonment
 -Female Genital Mutilation: 4years imprisonment
 -Child Marriage: 5years imprisonment
 -Stalking: 2years imprisonment
 -Intimidation: 1 year and/or N200,000 fine



3. 90% of sexual abuse is carried out by people known and trusted by the victim e.g Father, Uncle, Neighbor, Teacher, Aunt, Religious Leaders.



4. Boys can also be abused, however, girls are two times at risk of experiencing sexual abuse and girls with disabilities are ten times at risk than other girls. Homosexuals can also abuse people of the same sex with them.



5. Warning signs of sexual abuse are; unreasonable favours, unexplained hatred or bullying, use of endearing words such as 'My Wife' for a girl, frequent touching, inviting a girl to a secret, lonely and dark places. When you identify these signs, don't keep quiet! Avoid being alone with such person and report to a trusted adult or call the displayed helplines;



6. 96% of girls do not report sexual abuse because of the fear of discrimination, they do not know how to report, they are scared no one will believe them and the abuser threatens to kill them or withdraw certain privileges from them, if they tell anyone.



7. It is important to report abuse so that you can receive medical care that will prevent you from getting pregnant and contracting sexually transmitted diseases such as HIV. Also, if you do not report, he/she will continue to abuse you and move to your sister or friend who also may not report.



8. When should you report abuse? Immediately and not later than 48 hours after the incident. This is when medical treatment is effective and when it is easy to establish evidence.



9. Never blame a victim of sexual abuse. It is never their fault but that of the abuser. Be your Sister's keeper, speak to your friends about this issue today, share this knowledge with them to protect them.



10. Don't you ever forget, your body is your right!

Are you currently experiencing any form of sexual abuse, call Teenage network: 07049371795 08064216043. NAP TIP: 07030000203 (Toll-free line). National Human Rights Commission: 08037875424, 08179371339 Police Gender Desk: 08039379951.

About COVID 19

COVID 19 is real but not a death sentence. It is neither the disease of the rich nor the white. Globally, about 12million people have been infected with COVID 19. Take responsibility, we all have a role to play.

7 ways to protect yourself from COVID 19

1. Avoid crowded places
2. Maintain a social distance of about 2 meters
3. Wash your hand regularly or use alcohol-based sanitizer
4. Avoid touching your face
5. Wear a Facemask
6. Cough or sneeze into your elbow
7. If you feel sick or have any of **THESE** symptoms, please call the NCDC Toll-free line: **080097000010**

Symptoms of COVID 19

1. Fever or Chills
2. Runny nose, cough, and Difficulty in breathing
3. Sore Throat
4. Nausea or Vomiting
5. Diarrhea
6. Headache
7. Muscle aches



www.teenagenetwork.org



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