**GROWING LEADERS ‘TO DO’ LIST**

This is to do list for a Growing Leaders course staring in September. Of course you can start a course any time of the year. Items in light yellow relate to a second course starting a year after the first. It is in Word so you can tailor it to your requirements. Please do send us your improved versions. (With thanks to Peter MacKenzie for the idea.)

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| --- | --- | --- | --- |
| **Date** | **What** | **Who** | **Done** |
| **COURSE PREPARATION** | | | |
| Feb | Plan dates for course, including mentors meeting, book venues (home and away).  Identify co-trainer and invite to lead with you. |  |  |
| Mar-May | Pray about whom to invite. Discuss with others.  Identify potential mentors and invite. |  |  |
| **EXPLORATORY SESSION** | | | |
| May | Send out personal invites for exploratory session. |  |  |
| June | Pray and prepare for Exploratory Session   * Catering * Handouts * Material |  |  |
| **Exploratory Session** |  |  |
| **MENTORS PREPARATION** | | | |
| July-Aug | Plan date for mentors meeting |  |  |
| Order and purchase enough **Growing Leaders** books for each participant and each mentor (unless they already have one), discounts available from [www.cpas.org.uk](https://www.cpas.org.uk/shop/category/35#.W7N_gGhKj4Y). |  |  |
| Finalise recruitment of mentors and invite to mentors’ meeting |  |  |
| Recruit set-up and refreshments helpers, mentor coordinator, prayer coordinator |  |  |
| Pray and prepare for mentors’ meeting:   * PowerPoint presentation and handout * Growing Leaders Mentor Guide * Mentoring review sheets |  |  |
| Send out Project 1, with letter of welcome, and **Growing Leaders** book |  |  |
| Early  Sept | **Mentors preparation meeting** |  |  |
| **SESSION 1 LEADERSHIP MATTERS** | | | |
| Sept | Pray and prepare for session 1   * Folders with covers and names * Training materials * Handouts * Other resources from list * Refreshments and extras |  |  |
| **Session 1 – Leadership matters** |  |  |
| Evaluate session 1; e-mail mentors (include update) |  |  |
| **SESSION 2 ESTABLISHING IDENTITY** | | | |
| Oct | Pray and prepare for session 2   * Training materials * Handouts * Other resources from list |  |  |
| **Session 2 – Establishing identity** |  |  |
| Evaluate session 2; e-mail mentors (include update) |  |  |
| **SESSION 3 CLARIFYING CALL** | | | |
| Nov | Pray and prepare for session 3   * Training materials * Handouts * Other resources from list |  |  |
| **Session 3 – Clarifying call** |  |  |
| Evaluate session 3; e-mail mentors (include update) |  |  |
| **SESSION 4 DEVELOPING CHARACTER** | | | |
| Dec | Pray and prepare for session 4   * Training materials * Handouts * Other resources from list |  |  |
| **Session 4 – Developing character** |  |  |
| Evaluate session; e-mail mentors (include update) |  |  |
| Plan mid-course meeting with mentors for Jan/Feb and invite. |  |  |
| **SESSION 5 DISCERNING DIRECTION** | | | |
| Jan | Pray and prepare for session 5 (NB 24 hour session)   * Training materials * Handouts * Other resources from list * Refreshments and extras |  |  |
| **Session 5 – Discerning direction** |  |  |
| Evaluate session 5; e-mail mentors (include update) |  |  |
| **Mentors mid-course meeting** |  |  |
| **SESSION 6 DEVELOPING LEADERS** | | | |
| Feb | Pray and prepare for session 6   * Training materials * Handouts * Other resources from list |  |  |
| **Session 6 – Developing leaders** |  |  |
| Evaluate session; e-mail mentors (include update) |  |  |
| Plan dates for next course, including mentors meeting, book venues (home and away) |  |  |
| **SESSION 7 LEADING TOGETHER** | | | |
| Mar | Pray and prepare for session 7   * Training materials * Handouts * Other resources from list |  |  |
| **Session 7 – Leading together** |  |  |
| Evaluate session; e-mail mentors (include update) |  |  |
| Mar-May | Pray about whom to invite to the next course. Discuss with others. |  |  |
| **SESSION 8 EMBRACING COST** | | | |
| Apr | Pray and prepare for session 8   * Training materials * Handouts * Other resources from list |  |  |
| **Session 8 – Embracing cost** |  |  |
| Evaluate session; e-mail mentors (include update) |  |  |
| **SESSION 9 STAYING FRESH** | | | |
| May | Pray and prepare for session 9   * Training materials * Handouts * Other resources from list |  |  |
| **Session 9 – Staying fresh** |  |  |
| Evaluate session; e-mail mentors |  |  |
| Send out personal invites for Exploratory Session for next **Growing Leaders** course |  |  |
| **SESSION 10 CONTINUING WELL** | | | |
| Jun | Pray and prepare for session 10   * Training materials * Handouts * Other resources from list * Catering |  |  |
| **Session 10 – Continuing well** |  |  |
| Evaluate session; e-mail mentors (include update) |  |  |
| **PREPARATION FOR THE NEXT COURSE** | | | |
| June | Pray and prepare for Exploratory Session for ***Growing Leaders*** |  |  |
| Late  June | **Exploratory Session** |  |  |
| July | Meet with participants and mentors for evaluation |  |  |
| Thank and give gift to all who helped on course including mentors |  |  |
| Deadline for responses. Start recruiting mentors. Send out first assignment. |  |  |