



# Student Leaders Programme Handbook

**LEARN**

**LEAD**

**ACHIEVE**

# Introduction

Welcome to the Student Leaders Programme – we are delighted to have you on the programme!

Stepping forward to grow and develop your leadership is an extremely valuable investment that will serve you while you are on campus and beyond. By joining this programme, you have demonstrated your desire to increase your impact and prepare for the future.

The programme is specially designed for GCU students in partnership with the Social Enterprise Academy, a highly- respected learning and development organisation. It takes in to account different learning styles and delivery methods creating what we hope is a dynamic, interesting and useful programme.

The programme is one of the first student leadership programmes that is underpinned by research carried out by Skills Development Scotland (SDS), the body responsible for supporting employees and employers across Scotland. The research identified key skills and competencies that everyone will require now and into the future. These are skills that can be learnt or strengthened and will enhance the way you lead and interact with people. They are skills that are necessary in this ever- changing and complex world.

We believe every individual has the ability to lead and make a difference but to lead well it takes on-going learning, reflection and growth. Thank you for making the commitment to developing yourself as a leader.

Developed in partnership is Social Enterprise Academy, based on research by Skills Development Scotland



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There are QR codes throughout your handbook. They can be scanned with your smartphone camera to access more in depth information and reading about concepts covered in your programme. The URL of the resource is also available.

# Pre-programme Preparation

# Background and context

Every day – we have the potential to make an impact and contribute. We have the ability to control how we engage with and respond to our circumstances to direct and shape our future. In many ways – that is what being a leader really is.

As students, you have the opportunity to engage in and get involved with a rich university life at GCU. These opportunities, activities and events will help build your skills and experience as you prepare for and shape your own future.

Learning and developing skills that will support you to thrive and succeed as you engage in university life and beyond are at the heart of this programme. Skills that can be applied in many contexts to help you make the best of your time at GCU and bring added benefit when you enter the workplace.

These skills are even more important today. We are living in a volatile, unpredictable, complex and ambiguous world. Technology, social disruption and innovation mean it is often difficult to predict the future. We are all working and studying in ways we might not have thought possible a few years ago. You might go on to work in a role that would not have been anticipated 10 years ago.

So regardless of the activities you choose to engage with while at university or the path you choose after your studies, how you engage is key. This programme is therefore underpinned by core skills and competencies identified by Skills Development Scotland (SDS). Through extensive research, they identified skills that will support us now and into the future – they called these Skills 4.0. These skills can be applied in any context, they are skills that help you to perform highly and show up as a leader. They are skills that will endure and are necessary in this changing world.

These skills and competencies have been classified under three headings:

## **Self-management: Manage the now.**

These skills support you to build your self-awareness and integrity. They help you to regulate and manage your responses, attitude and resilience.

## **Social intelligence: Connect with the world.**

These skills support you to work well with and collaborate with others in an increasingly global and culturally diverse world.

## **Innovation: Create our own change.**

These skills support you to drive the future through creativity, analysis and imagining what could be possible.



**If you would like to read more about the Skills Development Scotland Skills 4.0 research and report, it can be accessed here:**

<https://bit.ly/38vYkYY>

# Programme Purpose and Benefits

The Student Leaders Programme is designed to increase your understanding of what it means to be a leader and the skills and competencies you can develop to tap into and grow your own leadership. The skills you learn will compliment your academic studies and will benefit you now and well into the future.

By completing the programme you will:

- Deepen your understanding of how you can take up a leadership role in any context
- Gain an understanding of critical, well-researched skills that you can draw on to enhance your impact
- Increase your self-awareness to support your development and leadership
- Increase your awareness of others and how to work within a diverse workplace
- Develop your understanding of social innovation and creative thinking skills
- Meet a range of new and different people across the University
- Improve your employability prospects by developing skills that are highly regarded by employers and workplaces.

# Overview of the programme



## **Step 1: Preparation** (*approx. 30 min*)

Complete the pre-programme reflection and preparation on the next few pages of this handbook.



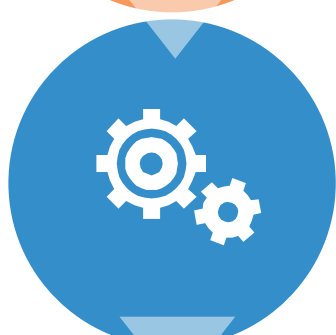
## **Step 2: Online module** (*approx. 1.5 hours*)

Complete the online module in your own time and at your own pace using this handbook to reflect and take notes.



## **Step 3: Workshop(s)** (*1.5 – 2 hours*)

Based on your self-assessment of your skills, choose and complete at least one Skills Workshop with other students, either online or in person.



## **Step 4: Reflection and Action Planning** (*approx. 1 hour*)

Take time to reflect on your learning and identify opportunities to develop your skills in practice.



## **Step 5 (optional): Evaluation** (**15 – 30 mins**)

Completing an evaluation is the final step in the Student Leaders Programme. Once this is submitted you will receive your certificate!

# Pre-programme Reflection and Preparations

**Before you start your learning, please take some time to reflect and complete the following questions:**

What motivated you to join the Student Leaders Programme?

What would you like to get out of the programme?



# Pre-programme Reflection and Preparations

What will help you to stay engaged on the programme and complete it?

You might want to consider:

Inviting a friend to join you on the programme so you can hold each other to account

Setting aside 30 – 40 minutes at the same time each week to invest in your leadership development

Giving yourself little rewards along the way.....try and keep them healthy!

Take a quick moment to consider how you feel about the following questions on a scale of 1-5 now (1 being not at all and 5 being completely)

How much do you feel like a leader at the moment?

1 2 3 4 5

How aware are you of the skills you will require now and in the future?

1 2 3 4 5

# Online Module

## Introduction

Thank you for completing the pre-programme reflection. You are now ready to start the online module.

This interactive module will require about 1.5 hours so make sure you have set aside enough time to go through it. Alternatively, you may want to complete it over 2 sessions. You can work at your own pace.

You can use the space in this handbook to capture your notes and reflections.

In this module, we'll explore how you can **learn about yourself**, **lead others**, and **achieve change**. We will explore key questions, such as:

- What does leadership mean to you?
- What skills do you need to be an effective leader?
- Why is self-management important for leadership?
- How do you connect and work with others?
- How can you create the change you want to see in the world?



**You can access the online module via the Student Leaders Programme page on GCU Learn.**

<https://bit.ly/2YofmXo>

## Notes

# Online Module

The exercises below will support you as you go through the online module.

## Imaginary Leader

Use this space to create your image of a leader.  
Get creative! Use images and words to express their emotions, behaviours and actions....

A large rectangular area with a dashed border, intended for creating an image of a leader. The area is empty, providing space for a drawing or collage.

## Lollipop Moments

Jot down your lollipop moments – whether you've been on the receiving or giving end.



## Identifying leadership strengths

Take a moment to remember when you felt you led really well

What was it about how you behaved that you feel made it such a positive experience for everyone?

What skills, experience and qualities did you draw on that contributed to making the experience so successful?

What do you think others would say about the positive way you led – what would they want to “copy” from you?

What gave you energy and motivated you in that experience?

What, in that situation, were you most proud of in the way you led?

### What skills do leaders need?

Think about the essential skills identified by Skills Development Scotland and consider:

How do these skills and competencies compare to those you identified in the leadership personas?

Are there skills or competencies that you think are missing?

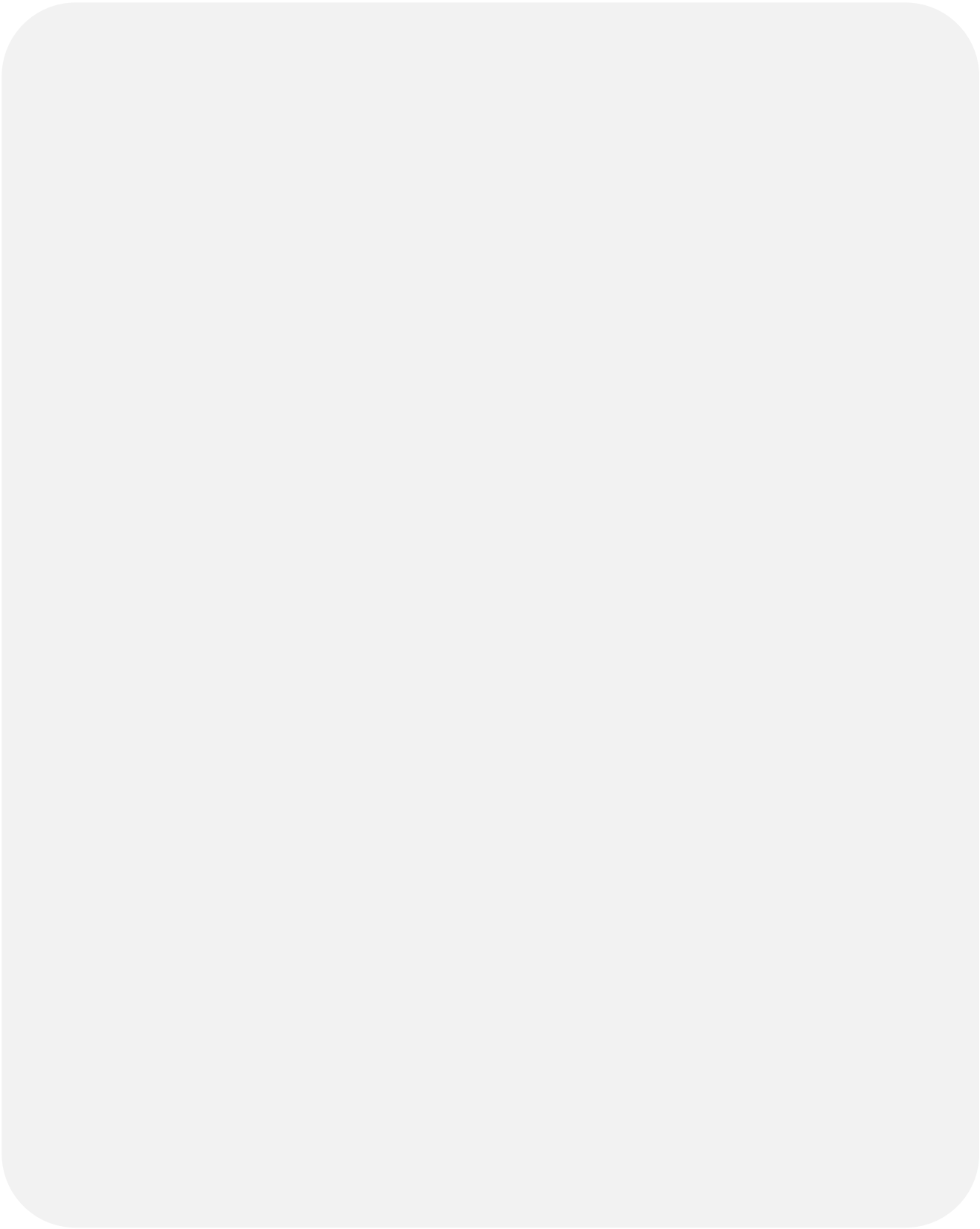
What do you think are the benefits of being able to develop these skills and competencies?

## Self management notes



## Social Intelligence notes

Innovation notes



Your strengths and areas of development

<p><b>Self management</b></p> <p>Which skills and competencies do you feel most confident in?</p> <p>Which one(s) would like you like to develop?</p>	
<p><b>Social Intelligence</b></p> <p>Which skills and competencies do you feel most confident in?</p> <p>Which one(s) would like you like to develop?</p>	
<p><b>Innovation</b></p> <p>Which skills and competencies do you feel most confident in?</p> <p>Which one(s) would like you like to develop?</p>	

Please take some time to reflect on and consider what you have learnt and how you can apply your learning in your day to day life.

How has your image of a leader changed?

What stuck out most for you in the online module?

What did you learn about yourself?

What now? Where will you apply your learning?

# Online Module

Think about the next few weeks and different situations you will find yourself in. Make a note of how you can apply and use the skills you learnt in these situations

Situation	How I can use the skills and competencies learnt

Consider how you can be more deliberate about stepping into your leadership formally or informally. Keep conscious about your leadership development. Some things you may want to try as a way of supporting your leadership:



Tell a friend or family member about the online module and what you are going to try do to apply or use your skills and ask them to check in with you



Have a conversation with 2 people that you trust and ask them what they feel your particular strengths are. Remember this can be a bit awkward for some people so tell them you are asking as part of your leadership programme.



Consider how you might create more lollipop moments and seek opportunities to develop your leadership skills

# Skill Development Workshops

# Skill Development Workshops

We hope you have managed to apply your learning from the online module and draw on your strengths. The next part of your leadership journey is to attend a Skill Development Workshop. Each Workshop is linked to the skills and competencies identified in the online module. The workshops are an opportunity to focus on one or two of these skills and competencies so you can strengthen and develop them further. The workshop will also help you to identify how you practically apply them.

The workshops last between 1.5 and 2 hours each and will be delivered on line or in person with 8 – 10 other students. It is a chance to learn from and with others. You can now also take one of our self-guided modules. These can be done instead of a live workshop and can be completed in your own time. The items marked with ♦ below are the skills that offer a self-guided, online module. You can find these modules in the same place as the initial online module you have to complete for the programme.

**Based on your reflections about the skills and competencies you feel most and least confident in, please choose at least one Skills Development workshop.** The boxes below show which competencies are developed through the workshop to help select which you want to attend e.g. if your self-assessment suggested you develop your empathy skills, the Managing Self, Connecting with Empathy or the Working Collaboratively workshops, will all support the development of the empathy competency.

Further information on all the workshops is available on the website.



**View a full list of the workshops and register**

<https://www.gcustudents.co.uk/workshops>

## **Managing Self ♦**

Integrity, Empathy, Leading

## **Building Resilience**

Adaptability & resilience

## **Time Management**

Focusing

## **Developing an Entrepreneurial Mindset**

Initiative, Adaptability, Creativity

## **Communicating with Impact**

Communicating

## **Connecting with Empathy ♦**

Empathy, Leading, Curiosity

## **Working Collaboratively**

Collaboration, Leading, Initiative, Empathy

## **Leading Effectively**

Leading, Integrity, Collaboration, Communication

## **Problem Solving**

Curiosity, Collaboration, Creativity, Sense-making

## **Social Innovation**

Creativity, Collaboration, Adaptability, Critical Thinking, Empathy

## **Systems Thinking**

Sense-making, Curiosity, Critical thinking

## **Strategic Thinking ♦**

Critical thinking, Sense-making

# Skills Development Workshops

**Before attending the workshop please take some time to consider the following questions:**

What would you like to get out of the workshop?

What situations do you anticipate using the skills and competencies you will explore on this workshop?

What do you hope you will be able to do better or differently after attending this workshop?



# Notes and Reflections

**Below is some space for you to take notes and make reflections during the workshop(s)**

A large, light gray rounded rectangle with rounded corners, intended for taking notes and reflections. It occupies the majority of the page below the introductory text.





# Skills Development Workshops

We hope you found the workshop interesting and useful. To embed your learning please consider:

What really stuck out from the workshop for you?

What did you learn about yourself on the workshop?

What can you do in the next week to apply and practice your learning from the workshop?

# Post-programme Reflections & Action Planning

# Reflection and Action Planning

The formal part of your leadership journey is complete. Try take some time to reflect on how your understanding of what it means to be a leader and the skills required to lead has evolved and changed since the start of the programme.

Take a quick moment to reconsider how you feel about the following questions on a scale of 1-5 now (1- being not at all and 5 being completely)

How much do you feel like a leader at the moment?



1 2 3 4 5

How aware are you of the essential skills you will require now and in the future?



1 2 3 4 5

Has it changed since you answered the questions before the programme?  
Why do you think that is? What would need to happen to move up further?

# Reflection and Action Planning

Although the programme is complete - developing as a leader is an on-going, intentional process. Taking time to regularly plan and reflect will help you to continue developing as a leader.

You will hopefully have started to apply some of the skills and competencies you have been learning. It is useful to make a note of this and keep focused on intentionally continuing to apply your learning. We encourage you to complete the action plan (or draft your own one) and use it to check in on your development.

What skills and competencies have you put into practice?	What were you doing? What happened?	What conclusions can you draw from that experience? What difference is it making?	What actions can you take to keep developing?

# Reflection and Action Planning

What skills and competencies have you put into practice?	What were you doing? What happened?	What conclusions can you draw from that experience? What difference is it making?	What actions can you take to keep developing?



# Reflection and Action Planning

Below are a range of other tools and techniques to support your ongoing reflection and action planning. However you do it – making time to reflect and plan will really help you on your leadership journey.



Reflection is a useful process for all aspects of our life. Taking time to pause and think is something we should all try and do regularly. To get into the habit, you might want to take 15 minutes at the end of each week to:

- Look back on your week and consider what you did that week to demonstrate your leadership and use the skills you have learnt.
- Look forward to the next week and consider what you want to focus on more.



Another thing you might want to try is something we no longer do very often – writing a letter! Having a vision and writing it down has been shown to really help us achieve our goals and objectives. Write a letter to yourself outlining the skills and competencies that you are going to try intentionally incorporate into your daily interactions more. Pop the letter in an envelope with your address and a stamp. Give it to a responsible and trustworthy friend and ask them to post it to you in 6 weeks. It will serve as a good prompt when you receive it.



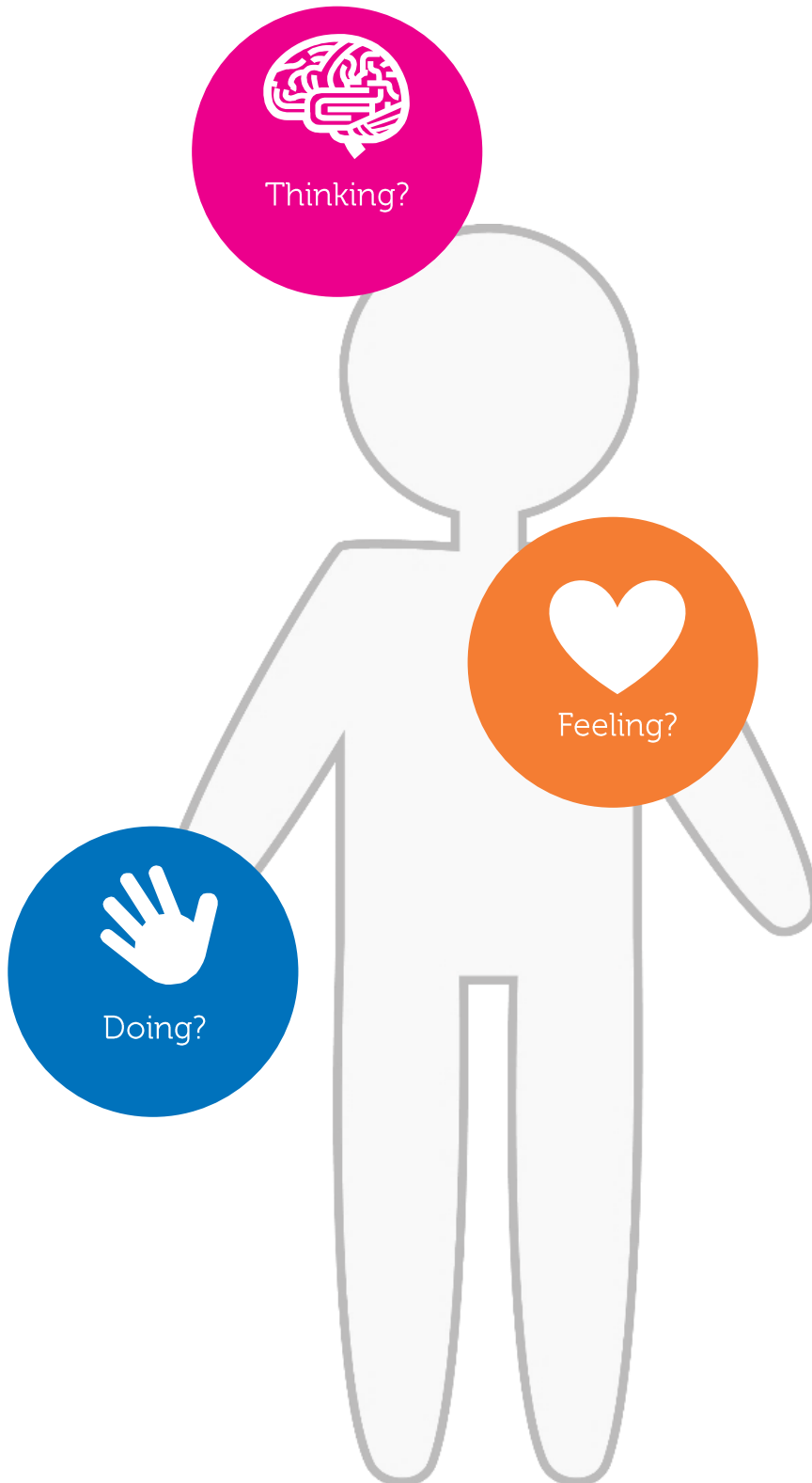
If you prefer to speak out your thoughts – try recording your thoughts while on a walk or during a quiet moment and save it on your phone or send the recording to yourself from time to time. You may want to reflect on what you have noticed about yourself as a leader and how you have applied your learning the last few weeks.



If you are a visual person or learning you might want to use the space on the next page and keep adding words or images that reflect how you have demonstrated leadership and applied your learning. What have you been doing? What have people heard or seen you do? What have you been thinking?

## Reflection and Action Planning

**What are you thinking, feeling, and doing in relation to your leadership development? Are you noticing in changes?**



# Reflection and Action Planning

**The Students' Association offers a wide variety of volunteering opportunities which is a great opportunity to put your leadership skills into practice.**

Most require no previous experience as training and support are provided.

For more information, please read our Volunteering: Opportunities Prospectus and Guide. It explains the roles on offer and how to get involved, as well as some case studies of students who have volunteered before.

[Read the guide](#)

## Nightline Volunteer (Glasgow)

There's so much to gain from being part of Nightline, so if you think you'd be interested in learning new, valuable listening and communication skills, gaining experience in supporting people on a wide variety of topics, and making some new friends, then we'd like to hear from you.

[Find out more](#)

## Society Committee Member

All our Societies are run by GCU students so activities can be shaped by you and your fellow members. Our societies are course based, culture, faith and liberation groups as well as social, interest and hobby based societies. You can volunteer to be on a Society Committee and help run and co-ordinate their activities.

[Find out more](#)

## Nightline Volunteer (London)

London Nightline could not operate without the committed and enthusiastic group of volunteers who donate their time each year to support fellow students.

All Nightline volunteers are current students who have undergone extensive training. Volunteering is a great way to give back to the student community, meet like-minded people from universities all over London, and learn new skills.

[Find out more](#)

## Sport Committee Member

Being active with a sports club is a great way to make new friends, have some fun and feel good. All are organised by GCU student volunteer committees and most hold weekly activities and participate in competitions throughout the year. You can also volunteer to be on a Sports Club Committee and could be responsible for co-ordinating activities, leading the team on the pitch or organising social events.

[Find out more](#)

# Reflection and Action Planning

**Your learning on the Student Leaders Programme can also be a valuable experience if you want to nominate yourself for a range of Awards:**

## STAR Awards

Every year GCU Students' Association holds the annual STAR Awards to celebrate our wonderful volunteers and all of their hard work throughout. GCU Students' Association presents 14 different awards including GCU Student of the Year and The Lindsay Leadership Award, Society of the Year and many more.

You can nominate others and yourself for any of these awards and we will quickly go through what is required to be eligible for these awards:

## The GCU Student of the Year Award

The GCU Student of the Year Award is awarded to the student who has shown the greatest commitment to GCU's motto: 'The Common Good'. The student will have made efforts to make a positive difference to the community and the individuals within it.

## Lindsay Leadership

The Lindsay Leadership Award is given to a student who has completed the Student Leaders Programme and who has demonstrated exceptional leadership ability. Contributing factors should include (but are not limited to) taking initiative and inspiring others through joint action to achieve worthwhile results and demonstrating the student leadership competencies

So by attending the Student Leaders programme today and completing the full programme, you can nominate yourself for the Lindsay Leadership Award. Now this is a self – nomination to allow you to reflect on how you have developed the leadership competencies since attending the programme.

You can nominate yourself and others by simply completing a nomination form on the website. So keep a look out for the award nomination forms going up during the year and get nominating! Each of these awards are held at the highest regard and a great achievement to have won.

## Common Good Award

Glasgow Caledonian University (GCU) is the University for the Common Good. Their Mission as the University for the Common Good draws on their rich history and founding purpose For the Common Weal as incorporated in our Coat of Arms. The Sustainable Development Goals, a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity, provide the guiding framework for delivery of our Strategy 2030.

The Common Good Award is a skills and personal development award which aims to encourage, support and reward students who are engaged in co and extra-curricular activity aligned to the Common Good.

It will also help you to develop the skills and attributes that employers now increasingly expect in addition to a university degree.

[Find out more](#)





# Student Leaders Programme

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[www.gcustudents.co.uk](http://www.gcustudents.co.uk)

0141 331 3886 | [studentleaders@GCUstudents.co.uk](mailto:studentleaders@GCUstudents.co.uk)



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Developed in partnership is Social Enterprise Academy,  
based on research by Skills Development Scotland



Skills  
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