



Lifelong  
Learning  
Programme



**BROCHURE 2**

# **DISCOVER THE PRINCIPLES OF LEADERSHIP**

**Cluj-Napoca 2014**



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ISBN 978-973-0-17844-9

This publication is meant not to be changed in any way.

Printed in the E.U.

First published in 2014.

More information on: [www.training-for-life.wikispaces.com](http://www.training-for-life.wikispaces.com)

<https://www.facebook.com/Training-for-Life-Leadership-Initiative-for-Europe>

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This project has been funded with the support from the European Commission. This publication reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



# DISCOVER THE PRINCIPLES OF LEADERSHIP

Here we are at the end of the first year of our *Comenius Multilateral Partnership Training for LIFE:Leadership Initiative For Europe* grateful that everything we envisioned for this period has become reality. When you draw a line you see how much has add up to what you imagined at the beginning. In this respect, this second issue of our brochure is a great proof of how much creativity, work and colaboration there is between teachers and students from all 10 partner schools.

This project's aim is to develop among students a sense of responsibility and initiative as European citizens towards the future of the European Union. This can only be accomplished if each individual follows a set of *common principles*. Thus, we need young people to be aware of the **influence** they exert around them. **Prioritising** and **persevering** in doing the right thing should be key factors in their decision-making; having people around you to **delegate** tasks that you cannot do means trust and maturity. Finally, striving to be at your best in everything you do, accepting the challenge to be **excellent** means growth on all levels.

The project has helped students in all partner schools discover and apply these principles to their everyday life. And while doing this they also developed their leadership, communication, language and presentation skills, which are all essential for further succeeding in life.



# INFLUENCE

A power affecting a person, thing or course of events especially one that operates without any direct opponent effort, like music, arts, etc.



We influence and  
are influenced by  
our surroundings



## On people:

### The leader's influence:

- Idealized influence: they become an example to be followed.
- Inspiring motivation: inspire team spirit, enthusiasm, optimism in their followers, and followers feel that they are performing valuable and meaningful work.
- Intellectual stimulation: leaders encourage among their followers innovations, creativity and the capacity to see existing problems and their potential solutions in a new light.
- Individualized attention: create as favorable conditions as possible for followers to improve.



the  
inclination  
to dominate  
(need for  
power)



the firm  
belief in the  
rightness of  
ones own  
values and  
ideas

the qualities  
of the  
charismatic  
leaders

the  
desire to  
exert  
influence  
on others

especially  
great  
self  
confidence



## On myself:



## 7 Steps Towards A New Habbit

1. Decide
2. Never give exceptions
3. Tell others
4. Visualize yourself
5. Repeat encouraging words
6. Be persistent
7. Reward yourself

## On my own future:

Nowadays the understanding of career is changing and the **individual career** has a bigger importance and career in a workplace becomes a fragment of an individual career. Career becomes one of the objects of life when a person takes a responsibility himself. Nowadays a person has to manage his career making decisions and taking a full responsibility for his choices in order to make them qualitative.

The management of the career has to be understood as a process of the planning of work and studying experiences and as the combination with the other spheres of life as well as a process of the implementation and control.





# PRIORITY

It's urgent,  
but is it really important?



Learning to do  
the important things *first!*

- 1** Urgent and important
- 2** Not urgent but important
- 3** Urgent but not important
- 4** Not urgent not important

Activities that you could not foresee: Leave some time for the unexpected. Activities that you left to the last minute. Plan ahead!

Activities that have an outcome that leads to the achievement of your goals, either personal or professional

Are often the ones we concentrate on. Demand immediate attention. Often lead to the achievement of someone else's goals

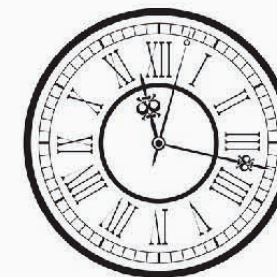
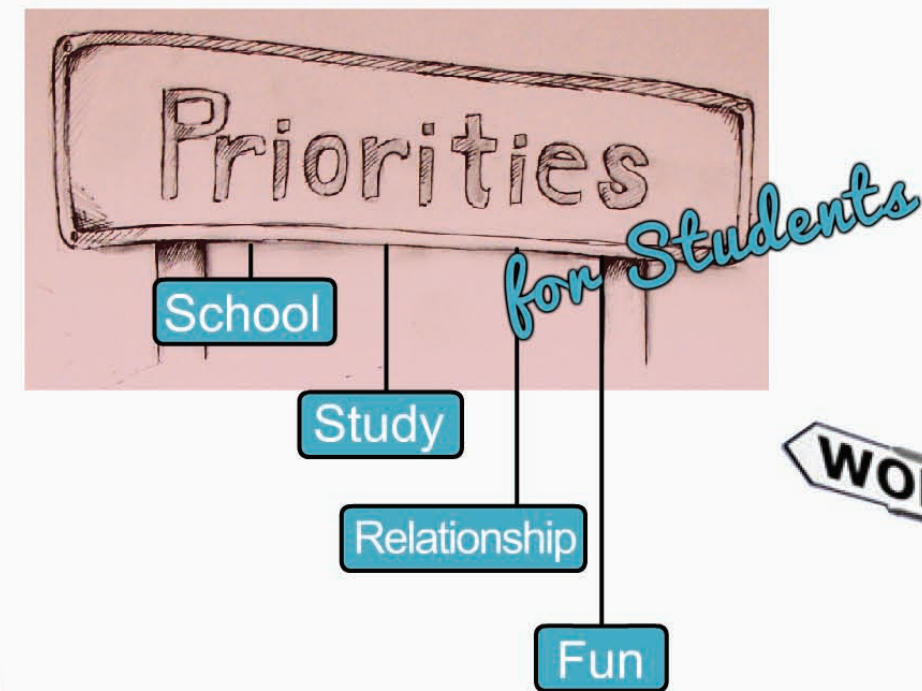
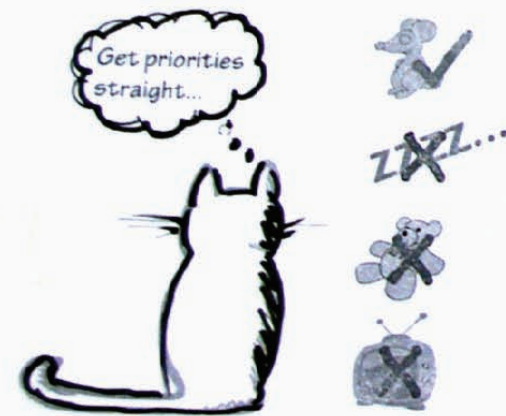
Distractions, activities that other people may want you to do, but they do not contribute to your own desired outcomes

**Do right away!**

**Plan ASAP**

**Delegate**

**Dump**



**Our priorities are best reflected  
by how we spend our time.**

*"What is important is seldom urgent and  
what is urgent is seldom important."*

**"The key is not to prioritize what's on your  
schedule, but to schedule your priorities."  
Stephen Covey**



# PERSEVERANCE

What is perseverance?

Perseverance is commitment, hard work, patience, endurance.

**Perseverance is being able to bear difficulties calmly and without complaint.**

Perseverance is trying again and again.

Put perseverance into action:

When something starts to bother you, **wait** as long as you can **before you express frustration.**

When something doesn't work right, **try again and again.**

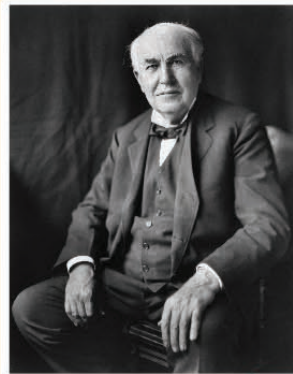
**Keep working** at something that is difficult until you complete it.

**Don't lose your temper** when something upsets you.

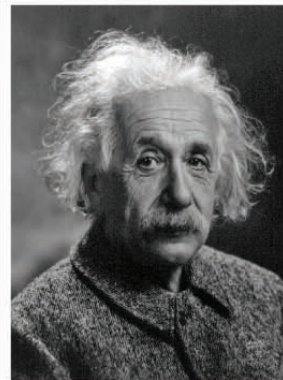
Work a little harder or a few minutes longer on a task that you do not like.

Focus on someone or something that ordinarily makes you lose your patience and try to **understand** it (and don't "lose it").

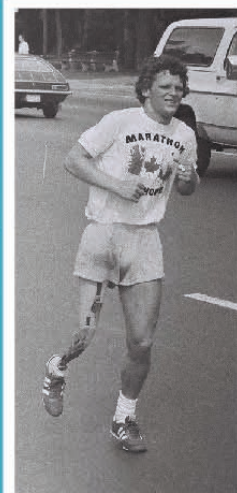
**Don't give up** on difficult jobs or situations.



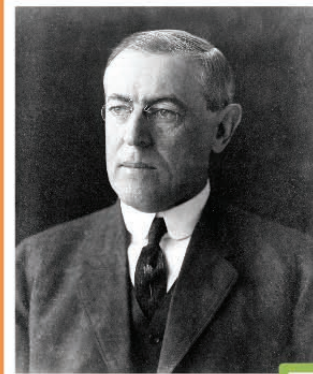
**Thomas Edison**  
inventor - had a learning problem



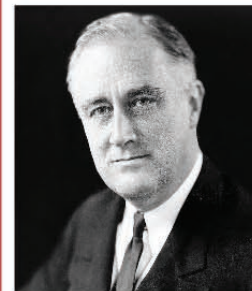
**Albert Einstein**  
scientist - had a learning disability



**Terry Fox** runner  
- was an amputee with cancer



**Woodrow Wilson**  
president - had a learning problem



**Franklin D. Roosevelt**  
president  
- was paralyzed from polio



**Helen Keller**  
author  
- was deaf and blind



**Beethoven**  
composer  
- was deaf



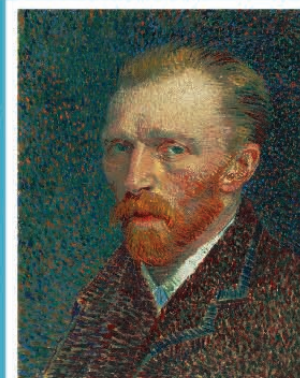
**Stephen Hawking**  
physicist - had Lou Gehrig's disease



**James Earl Jones**  
actor  
- was a stutterer



**Stevie Wonder**  
musician  
- is blind



**Vincent Van Gogh**  
artist  
- was mentally ill



**Itzhak Perlman**  
violinist - was paralyzed from the waist down





# DELEGATION

Achieving results, by empowering and motivating others to carry out, to an agreed level of performance, tasks for which you are ultimately responsible.

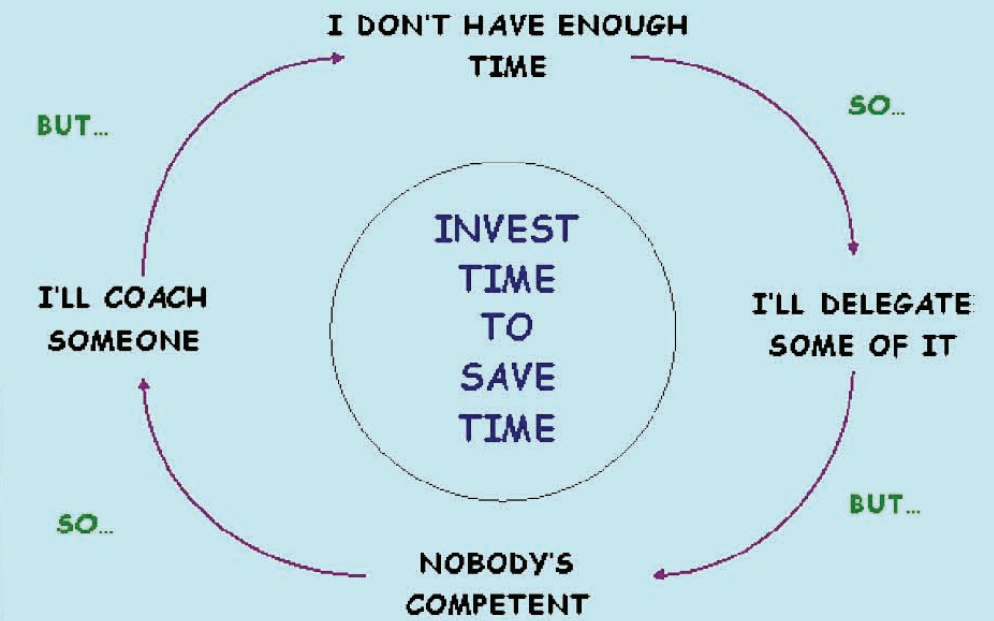
Delegation happens when we ask other people to do different tasks, carry out specific activities for which we are responsible.



You Do



## THE SUPERVISOR'S LAMENT:

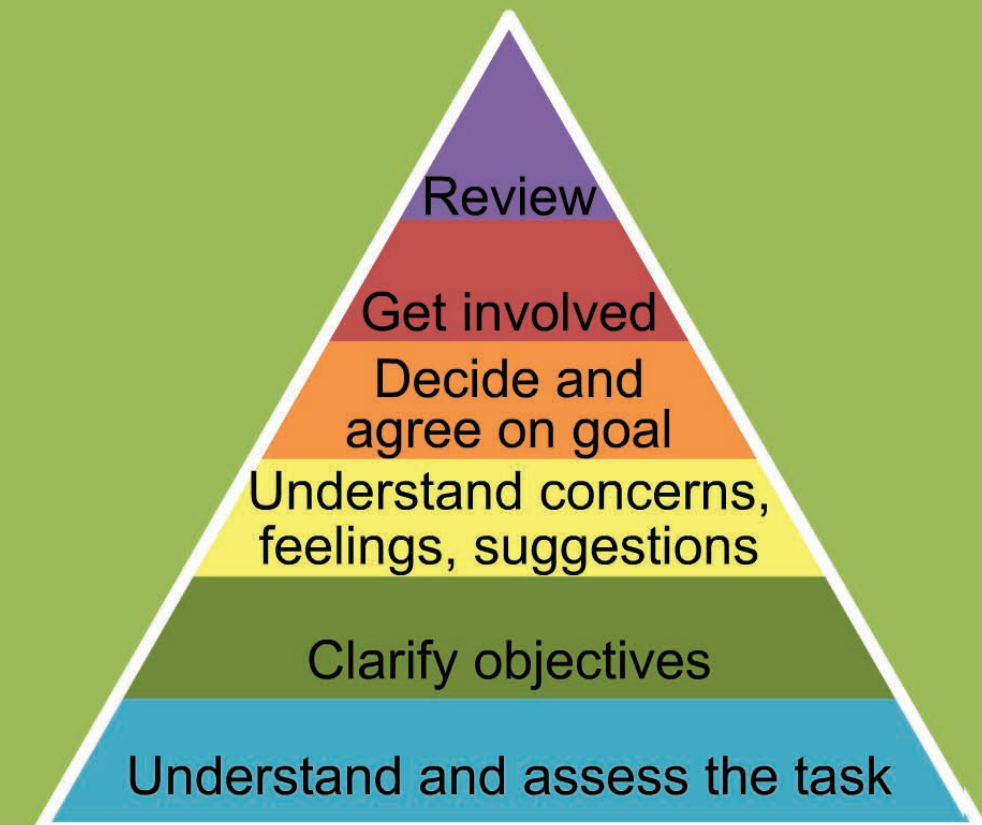


## Delegation

Delegated tasks must be:

**Specific**  
**Measurable**  
**Agreed**  
**Realistic**  
**Time bound**  
**Ethical**  
**Recorded**

## Delegating:



You Do,  
I Watch

## Evaluation

We Do

## Collaboration

I Do,  
You Watch

## Observation

I Do

## Realization

**You can delegate authority,  
but you can never delegate  
responsibility!**

Byron Dorgan

Be Sociable,  
Share!



# EXCELLENCE

**Excellence is the beautiful and exciting thing that we have to achieve by inspiration!**



Being a great leader requires great communication skills, not only on a face-to-face level where you have to be able to communicate with one person or a small group of people, but you will also have to be able to speak in public. This requires self-confidence, planning and knowledge about how to structure a talk/presentation.

## ON SELF-CONFIDENCE

In order to feel self-confident when speaking in public it is necessary that you prepare your presentation well. If you know your subject well, have planned what you want to say and have rehearsed everything, then there is really no need to feel uncomfortable.



Fake it till  
you make it!

## PECHA KUCHA

A fast and effective presentation format.

It's interesting  
because  
it only has  
the most  
important  
things in it!

### Pecha Kucha

20 slides  
20 seconds per slide  
Auto-run  
6 min. 40 seconds  
Sit Down!



It allows us to be more  
creative with our slides!

The American social psychologist Amy Cuddy has made investigations on how hormone levels affect our feeling of self-confidence and how we can use our body language to help ourselves gain more self-confidence.

Watch her famous TED-talk to learn more about this:

[http://www.ted.com/talks/amy\\_cuddy\\_your\\_body\\_language\\_shapes\\_who\\_you\\_are](http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are)



Make  
power-poses  
to create  
self-confidence!



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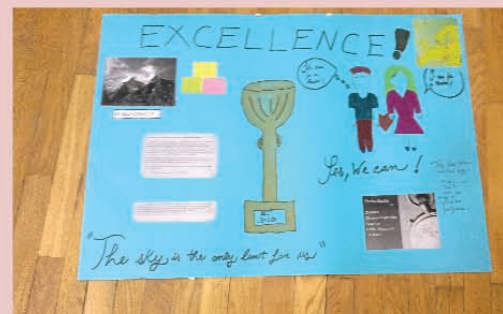
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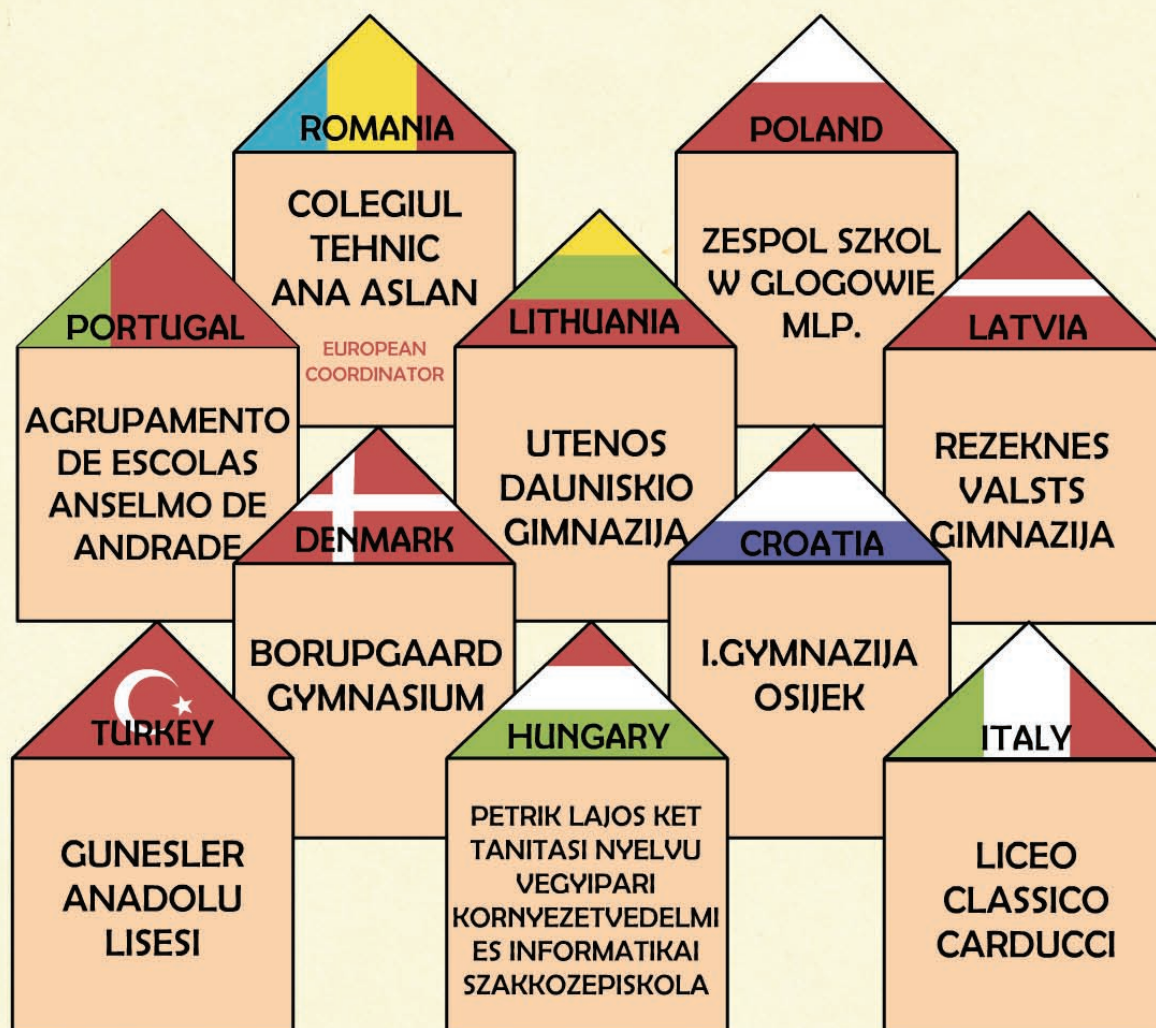
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## Partner Schools:



This brochure is

**FREE**

ISBN 978-973-0-17844-9

**COMENIUS MULTILATERAL PARTNERSHIP**  
**Training for LIFE: Leadership Initiative For Europe**  
**2013 - 2015**