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Additional Resources for the Gold Award Toolkit

How to determine if a source is reliable and accurate – on the internet:

<http://www.virtualsalt.com/evalu8it.htm>

Source Selection Tip:

Try to select sources that offer as much of the following information as possible:

- Author's Name
- Author's Title or Position
- Author's Organizational Affiliation
- Date of Page Creation or Version
- Author's Contact Information
- Some of the Indicators of Information Quality (listed below)

Summary of The CARS Checklist for Research Source Evaluation

Credibility	trustworthy source, author's credentials, evidence of quality control, known or respected authority, organizational support. Goal: an authoritative source, a source that supplies some good evidence that allows you to trust it.
Accuracy	up to date, factual, detailed, exact, comprehensive, audience and purpose reflect intentions of completeness and accuracy. Goal: a source that is correct today (not yesterday), a source that gives the whole truth.
Reasonableness	fair, balanced, objective, reasoned, no conflict of interest, absence of fallacies or slanted tone. Goal: a source that engages the subject thoughtfully and reasonably, concerned with the truth.
Support	listed sources, contact information, available corroboration, claims supported, documentation supplied. Goal: a source that provides convincing evidence for the claims made, a source you can triangulate (find at least two other sources that support it).

Or: http://www.bedfordstmartins.com/guidebook/online_7.htm

Identifying National and/or Global Links Activity (Complimentary to the Gold Award Tool Kit)

GOAL: Girls will develop skills that will guide them to make a connection between local community issues and related issues in the global community.

Directions: Read the story below before completing the activity that follows.

Rosie discovered that an alarming number of children in her local community attend school each fall under-prepared for learning because their families can not afford school supplies. These same children also tend to fall behind their classmates' learning curve and would truly benefit from a tutor, however budget cuts have reduced the number of hours teachers can stay after school for extra help.

Rosie decides to talk with the guidance department at her high school and discovers that high school students, National Honor Society students, and each Sports team are all required to perform X number of community service hours per school year.

Rosie decides to connect with the student body at large during the Spring assembly to explain the need in town and what she'll need help with in order to make a difference. After the assembly, 15 students approached Rosie and offered to become part of her team. She gathered names, email addresses and phone numbers and asked that each student email her their schedule for the next few months. Once her team was put together, Rosie made a plan for action and delegated responsibilities to each team mate depending on what each person likes to do. Together the team collected over 200 pounds of school supplies during the course of the summer and they worked together to devise a plan for a tutoring/buddy program.

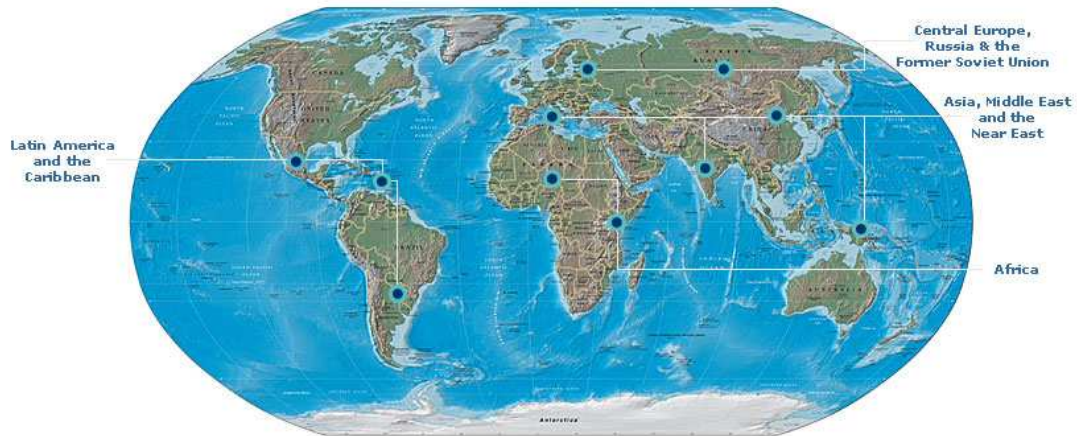
In the fall, Rosie and the team set out to recruit others that excelled in various subject areas and gained 5 additional members. Next, Rosie and the team worked with the elementary schools in town to propose the plan and ask for assistance from the Principals, Guidance Departments and teachers to help identify students that would benefit from the tutoring program and which subjects the children needed the most help. Rosie donated 50 backpacks per elementary school – and left the identification of children in need to the school for reasons of confidentiality.

Throughout the course of the year, Rosie and the tutoring team helped 100 elementary school children and teachers later reported that test scores, self-esteem and leadership qualities in each child had increased and each showed marked improvement.

Rosie thought about the accomplishments she and her team had made and she wondered how many other children have similar needs throughout the U.S. around the world.

She did a bit of research on the internet and came across a website www.cityteam.org The organization helps homeless people and children in California, Oregon and in 38 other countries around the world and one of the things they help collect and distribute is school supplies. After reading all about this particular organization, Rosie realized that many children locally and globally are in need a similar assistance and that poverty affects people everywhere.

The Link – Activity 1



Picture borrowed from <http://www.volunteersforprosperity.gov/global-map/images/global-map.jpg>

I. Global Citizens: One link at a Time

Materials: Readable picture of the globe, tacks or stickers,

Read the story about Rosie.

Then ask the girls to take home the picture of the globe and the following activity to do a little research on the internet or at the library, in the newspaper etc. Ask them to figure out what other countries have similar issues to the list of issues below.

Note: It may be helpful to brainstorm places/sources of information with the girls to help them begin the exercise on their own.

List of Issues/Concerns:

- High drop out rates in certain areas/socio-economic groups
- Teenage Pregnancy
- Hungry children and families
- Environmentally related health problems/concerns
- Devastation following
- Scarcity of locally grown foods
- Far trips to grocery stores with affordable, healthy food
- Lack of job skills
- Low wages for work

Try “Mind-Mapping” the root cause of each issue. (See the Gold Award Tool Kit for info on Mind-Mapping)

Identifying Skills & Strengths – Activity 1

Person 1: Anna

Anna gets up at 5 a.m. every morning to go for a 5 mile run. When she returns from her morning jog, she prepares a breakfast that includes all of the food groups and showers before work.

At work, Anna often volunteers for tasks and asks for help when she's unsure how to proceed.

After work, Anna enjoys going to clubs to see bands play, poets speak, and comedians put on a good show.

What strengths can you guess Anna has?

What characteristics make Anna stand out?

What words come to mind when you read Anna's description?

Person 2: Olivia

Olivia often rushes to work because she likes to press snooze 4 times. Once she gets there she works hard all day to meet deadlines and complete tasks.

Olivia likes to go for a walk on her lunch break and listen to the songs of birds.

After work, Olivia likes to read for a bit and find the latest stories on celebrities online and then watches movies or tv until she's tired.

What strengths can you guess Olivia has?

What characteristics make Olivia stand out?

What words come to mind when you read Olivia's description?

Person 3: Ian

Ian walks to school everyday. He likes to have that alone time to collect his thoughts and prepare for the day.

Ian doesn't have a ton of friends, but the ones he has are friends for life. Ian likes to play board games with his mom, dad, and sister. He likes to read every newspaper he can get his hands on as well as internet news sources from around the world.

Someday, he wants to be a civil engineer and increase his train collection.

What strengths can you guess Ian has?

What characteristics make Ian stand out?

What words come to mind when you read Ian's description?

Identifying the Strengths of Others – Activity 2

Often we find it easy to see good attributes or qualities in others and find it harder to see this in ourselves.

When you begin developing your Gold Award Team of community members, you'll want to explore and take note of the strengths your team members bring to the table.

You'll want to be sure you're surrounding yourself with "doers" rather than "sayers."

Also, knowing areas that others might need to work on can help your team as well. For example, you wouldn't want to give someone who is bad at being on time to be the team member responsible for keeping appointments. Remember this is not about passing judgment, but rather finding the best that people will bring to the team.

Use this template to evaluate your potential team members and how each person will bring something unique with her/him to help ensure the success of your Gold Award project.

Person's Name: _____

Things s/he is good at:

Things s/he likes to do:

Her/his talents:

Her/his special skills:

Other:

Leading Without Micromanaging

Leadership requires delegating tasks to others. It also requires a certain level of trust that your team will get things done and get them done properly.

Read this quote by Nell Merlino, once a small-business owner and now a millionaire who helps women begin their own businesses.

“...And I think women thought, and some still think, that for it to be theirs they have to do everything themselves. And in fact, the opposite is true. It’s counter-intuitive, almost. The more people you can get in there to help you, the bigger the business can get, and in fact the more time you can have to spend with your family or do other stuff, other than just steadily working in your business.”

What do you think about this quote?

How does it apply to leadership and the Gold Award?

What will you have a hard time letting go of and trusting a team member to do? Why?

Defining Micromanagement

Micromanagement; the word itself has one of the most negative connotations in all of business management. "He's a micro manager." is essentially the same as, "He is driving me crazy."

What is the definition of micromanagement? Micromanagement is generally defined as exercising excessive control of a project or group of people. The fuzziness comes in to play when we try to determine what is considered excessive. Clearly this is in the eyes of the beholder. The employee will generally have a much lower threshold than the manager.

Why is micromanagement considered a negative? The truth of the matter is that it is mostly considered negative by the person or group of people being micro managed. Most people want to be left alone to do their job. The micro manager makes this more difficult. It can also be a negative just by the sheer weight of the title. If a director is heavily involved in a project, work that might proceed at a quicker pace is slowed down while everyone waits for his or her input. When this is spread across several projects productivity levels can, and usually will, plummet.

When is micro managing bad? When a manager, director or other executive tries to micro manage every person and every project, productivity is lost. There is simply no way around it. An effective manager is responsible for multiple projects and many people. When he tries to exert too much influence over too many things, he can't help but to lose focus on the bigger picture. As attention becomes focused on one aspect of the business, the inter relationships and integration of projects becomes lost in the fog, or worse, on-going complementary projects are changed, and forced to fit with the project the manager is detailing. The higher the level of management, the more dangerous this becomes. If a CEO or COO becomes obsessed with production issues, he may loosen his grasp on things like sales and marketing or operations. By the time he fixes the production issue the point has become moot because sales have dried up.

When is it a positive? When one project is not going as planned, or time constraints are dictating that the project plan needs more constant adjustment. At this point, the manager can actually help by micro managing. He is after all, the one who can make decisions, and quickly gather information from diverse groups to allow for reassigning of personnel or resources. A more detailed level of management will also give the manager or director an opportunity to better understand the processes and inner workings of the department. The most over looked benefit of micromanagement is the technical abilities of the manager. Both in keeping these skills sharp, and drawing on what is usually years of experience to help a project.

How do you avoid micromanagement? The conventional wisdom is you avoid it by having detailed project plans and milestones that you can check on. But over the past five or ten years this has become a less reliable method of higher end management. The reason is the ease of use, and ease of changes to project plans because of software like Microsoft project. These programs allow for so much granularity that micro management is almost built in to the system. A better approach is to create summaries and longer term milestones that can be tracked within a simple spread sheet or list. This keeps the managers eyes off of all the small details and on the bigger picture.

How do you know when you are over managing? There is no set rule of thumb. The surest indicator is if you are bouncing from project to project and person to person with most of your time. A good guide is to try and minimize your hands on attention to detail to no more than twenty or twenty-five percent of your time depending on the situation. The rest of your time should be spent on evaluating employees, budgeting, increasing the skill level of your staff, and other more traditional management functions.

Initial info taken from: <http://www.smbresource.com/micromanagement.html> however link is no longer live. For more info on micromanagement visit http://www.mindtools.com/pages/article/newTMM_90.htm

Tips for Making Your Gold Award Timeline

Having and sticking to a timeline is one of the greatest gifts you can give yourself during your Gold Award project journey.

Timelines:

- Allow you to keep track of goals and deadlines
- Allow you to visually chart your intended and actual progress (either in a list or graph/picture)
- Help you discipline yourself and your time management skills on your own terms

You can choose to hand-write or draw your Timeline or you can use the computer.

Pay Attention to:

- Your ultimate deadline: September 30th of your Year of Graduation (YOG)
- Council deadlines
- Seasonal related deadlines or windows for work (i.e. outdoor work in spring versus winter)
- Turn around time when involving others or awaiting approval/decisions from others/organizations etc
- **Don't just include your Gold Award related tasks/work – have everything you have going on, on one calendar, that way you can balance earning the Gold into your current commitments and responsibilities and make a plan that will help you keep stress to a minimum!**

Be mindful:

- Of your goals and what you're asking of others
- That even if others are willing to help you and guide you they may not always be able to work on your schedule. Your team will most likely have many other things going on in their lives
- To revisit your timeline

Be Flexible:

- Things happen, don't worry yourself sick if for some good reason you can't keep exactly to your timeline. Your timeline is a guide to help you, not an entirely inflexible source of anxiety!
- Ask for help when you need it. If you're having trouble or find yourself procrastinating, ask someone you trust to keep track of you!