



#YALILEARNS



**YALILearns Session
Facilitation Guide**

**MANAGEMENT STRATEGIES
FOR PEOPLE AND
RESOURCES**

Your Guide to Facilitating a Session About Management Strategies for People and Resources

You can use the YALI Network Online Course [Management Strategies for People and Resources](#) and the following guide to help you facilitate a YALILearns session on management strategies in your community. In the spirit of entrepreneurship and leadership, this course facilitation guide will inspire your audience to find creative solutions to problems, strengthen their teams, and adapt to changing situations.

Total Time: 50 Minutes

Introduce Yourself (5 minutes)

- Thank participants for joining, and introduce yourself. Provide an overview of the YALI Network and direct participants to yali.state.gov for more information.
- Briefly share what motivated you to facilitate a discussion on management strategies.
- Give participants a brief overview of the session format, what you will be covering, and what they can expect from the session.

Ice Breaker (5 minutes)

- Ask each participant to share their name and the best advice they have received about being a good manager or leader in a workplace. Remind participants to keep their responses to 30 seconds or less.

Watch Lesson One: [Leading People and Change](#) (4 minutes)

Group Discussion (7 Minutes)

After watching the session, invite participants to discuss the following questions:

- What is a recent example where you or someone you know has practiced leadership and positively advocated for change?
- Which idea(s) of leadership development listed do you want to pursue?
- Who is a leader in your field that you can reach out to this week?



Watch Lesson Two: [Creating and Managing a Team](#) (5 minutes)

Group Discussion (6 Minutes)

After watching the session, invite participants to discuss the following questions:

- When was a time someone reached out to you to join their team? Did they use one of the methods mentioned in the video?
- What qualities do you have that make you a great teammate? How can you market those qualities to potential employers?
- If you manage a team, who is one person that deserves recognition for something positive they've done lately? How will you show your appreciation for his or her work?

Watch Lesson Three: [Managing Situations](#) (4 minutes)

Group Discussion (7 minutes)

After watching the session, invite participants to discuss the following questions:

- Of the management skills mentioned by the speaker (e.g., planning, organizing, influencing and deciding), which ones do you believe you can improve on in your own professional life? Where can you start?
- Share an example in your life when you intentionally came up with alternatives to a plan. What factors did you use to make your decision?
- What do you believe is difficult about managing a team? What steps can you take to improve your management skills?

Wrap-up (5 Minutes)

- Thank your participants for joining your management strategies session.
- Encourage participants to go online and take the YALI Network Online Course [Management Strategies for People and Resources](#) to receive a YALI Network Online Course certificate.

