

<b>INDEX: Teen Leadership 20</b>		
<b>Lesson Title</b>	<b>Author(s)</b>	<b>Lesson Description</b>
Acing the Interview	Mary Beth Albright & Angela Holmes	In this lesson teens will learn basic interview skills, and gain understanding of the importance of being prepared.
Action Words for Resumes	Nate Arnett	In this lesson teens will learn how to use action words to improve the effectiveness on resumes.
Citizenship Basics	Cassie Turner Anderson	In this lesson teens will explore the importance of citizenship and how they can become active citizens in various communities.
Community Service	Nadine Fogt	In this lesson teens will learn about the importance of community service and how to identify needs of their community.
Cooperative Communication	Jo Williams	In this lesson teens will learn how speaking and listening tie together for good communication.
Dealing with Difficult People - Conflict	Kathy Bruynis	In this lesson teens will gain an understanding of conflict, and explore ways to interact with difficult people.
Defining Yourself as a Leader	Morgan Domokos	In this lesson teens will learn what the definition of a leader is and have an opportunity to define themselves as a leader.
Dressing for Success	Mary Beth Albright & Angela Holmes	In this lesson teens will explore appropriate vs. inappropriate clothing choices, and gain insight on how their appearance impacts first impressions.
Giving a Proper Handshake	Mary Beth Albright & Angela Holmes	In this lesson teens will learn the importance of, and how to give, a proper handshake.
Inclusion of all Youth	Kathy Bruynis & Tonya Horvath	In this lesson teens will explore the concept of inclusiveness, and learn how to evaluate and adapt settings to improve them for ALL youth.
Initiative	Nate Arnett	In this lesson teens will explore the concept of initiative and how it applies to leadership.
Older 4-H Youth Opportunities	Hannah Epley	In this lesson teens will explore opportunities available in the Ohio 4-H program.
Proper Dining Etiquette	Jessica Rockey	In this lesson teens will learn about etiquette basics when dining with others in formal and informal settings.



Public Speaking	Jessica Rockey	In this lesson teens will learn tips for speaking in front of groups, and understand the importance of good preparation.
Record Keeping	Hannah Epley	In this lesson teens will learn tips for keeping good records and how they can implement record keeping in their lives.
Skills for Success	Nate Arnett	In this lesson teens will learn about six broad areas for workplace success.
Stress Reduction	Christy Clary	In this lesson teens will learn to identify stressors in their life and tips for reducing stress.
Time Management for Teens	Doug Foxx	In this lesson teens will gain insight on how they spend their personal time, and evaluate how they could better utilize their time.
Your Personal Brand	Christy Clary	In this lesson teens will explore the idea of brands, and learn how they create their own personal brand through social media, etc.
Youth on Boards & Committees	Kathy Bruynis	In this lesson teens will explore how boards and committees can work together, despite differences in their members.

<b>INDEX: Teen Leadership 20 Expansion</b>		
<b>Lesson Title</b>	<b>Author(s)</b>	<b>Lesson Description</b>
Breaking Down Goals	Christy Clary	In this lesson teens will learn how to break SMART goals down into smaller achievable steps.
Career Exploration	Hannah Epley	In this lesson teens will explore careers related to their interest.
Cell Phone Etiquette at Meetings	Hannah Epley	In this lesson teens will learn why cell phones should not be used during meetings.
Creative Thinking & Problem Solving	Phillip Goerig	In this lesson teens will learn to think creatively to solve problems.
Decision Making	Morgan Domokos	In this lesson teens will explore the decision making process as a team.
Everyday Super Hero	Nate Arnett	In this lesson teens explore the characteristics of good role models and how they can be a good role model.
Future Financial Well-Being	Jessica Rockey	In this lesson teens will discuss the concept of needs versus wants related to budgeting and the benefits of saving early.
Getting Started on a Resume	Mary Beth Albright	In this lesson teens will learn the basic elements of a resume.
Introducing a Guest	Katie Cole & Cassie Anderson	In this lesson teens will learn the basics of introducing a guest speaker, interview and public speaking skills.
Knowing Your Emotions	Hannah Epley & Becca Goodman	In this lesson teens will explore their feelings and productive and destructive behaviors for emotions.
Leading an Effective Meeting	Nate Arnett	In this lesson teens will learn the characteristics of an effective meeting and strategies to improve.
Learning to Say No	Jo Williams & Erin Dailey	In this lesson teens will learn to grasp the idea that there is a limit to how many things they can juggle in life.
Making 4-H Work for You Part 1	Cassie Anderson	In this lesson teens will learn to identify different volunteer experiences and how they relate to work experiences.
Making 4-H Work for You Part 2	Cassie Anderson	In this lesson teens will learn to communicate effectively in writing how volunteer experience relates to work experience.
Mindfulness: Breathe Deeply	Jo Williams	In this lesson teens will explore mindfulness exercises to help increase their ability to focus and relieve stress.
Nonverbal Communication	Kathy Bruynis	In this lesson teens will explore the differences between verbal and nonverbal messages.
Teen Led 4-H Promotion	Christy Clary	In this lesson teens will explore topics to discuss when promoting 4-H and develop a pitch to promote 4-H to younger youth.



The Benefits of Service	Nate Arnett	In this lesson teens will learn the benefits of service and how the individual completing the service may benefit.
Time Management for Teens Part 2	Phillip Goerig	In this lesson teens will learn to define procrastination and how to apply a time management matrix to their lives.
What's Your Personality?	Morgan Domokos	In this lesson teens will assess and identify their own personality.