

December, 2003

Dear Colleagues/Friends:

We are pleased to offer you this CD-ROM and the package of materials contained herein for the **Bridging Leadership Introductory Seminar**. The introductory seminar is the first in a series of courses aimed at strengthening participants' understanding of collaboration and capacity to bridge societal divides.

This seminar is designed to achieve three learning objectives:

- **To better understand one's own leadership attributes and challenges**
- **To increase participants' understanding of the critical role of collaborative leadership in bridging societal divides**
- **To begin to develop the capacities needed to build and sustain collaboration and partnership**

Each session and, in fact, each day is designed to build on the previous. The learning logic is to first learn about oneself, then to focus on others and the enabling environment and, finally, to explore how to apply that knowledge to build effective partnerships.

The program and materials have been piloted in various settings among a diverse set of participants from several countries throughout Latin America, South East Asia, and Southern Africa. The initial course offerings have included graduate students, experienced development professionals, facilitators and trainers, representatives from academia, business and government, and community leaders. We have tried to take what worked from each of those experiences, boil it down to its most basic, simplified form and produce a core set of materials that, with appropriate modifications for context and language, would be suitable for a wide array of emerging leaders and training situations.

### **How to use this Seminar Package**

For your convenience and easy access, a 'map' of the contents of the CD Rom is enclosed.

The seminar material is presented here, as a package, but any part of the content or structure may be modified or used separately according to particular context and needs. The package contains four sets of materials:

- 1. Trainer's Notes and Instructions:** The Trainer's Notes provide an overall introduction to the course for facilitators, as well as a step-by-step guide to each one of the sessions. Suggestions on materials required, time needed, room set-up and facilitation pointers are included.
- 2. PowerPoint Guide:** The PowerPoint Guide can also be printed out onto transparencies and used with an overhead projector. The guide contains critical learning points from each session, serving to underscore key concepts and prompt the facilitators as the course unfolds.

3. **Course Materials:** Materials include readings on specific topics, case studies on bridging leadership and an array of tools designed to develop certain leadership capacities. The Trainers Notes indicate how and when to use the materials. In most cases, the materials must be read or completed prior to a specific session and facilitators should stress preparedness. The case studies, in particular, may require that participants read them through twice prior to the session to really take advantage of their content. Note: A compendium of additional case studies is available by contacting Synergos.
4. **Supplementary Materials:** The course materials, while appropriate for specific sessions, are not meant to be exhaustive and, in some cases, are more illustrative than comprehensive. We include examples of additional readings and exercises that can be used and course designers may want to include materials of their own choosing for specific sessions.

We invite you to use any or all of these materials and ask only that, in return, you provide us with feedback on any part of the materials you employ. Please let us know:

- Which materials were used?
- The profile of the participants;
- Your assessment of the materials; and
- Any changes or additions you would recommend.

Send your feedback to:

Sayyeda Mirza  
Associate, Bridging Leadership  
The Synergos Institute

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Your feedback will be used to make adjustments and/or additions to the core program. We will also post your feedback in a special location on our web site so that a growing community of learning and practice will have access to your experience and insights.

Sincerely yours,

Steven D. Pierce

Sayyeda Mirza