בס"ד

Chayolei Tzivos Hashem
Handbook Series

Handbook

THE UNIT LEADER

@ **Give praise**. Always compliment a Chayol. "Great job!" is all the praise necessary to make a Chayol feel he is making a worthwhile contribution.

@ **Ask for help.** When facing a situation you don't know how to handle, ask someone with more experience for some advice and direction.

Meeting Tips

Here are some tips and practical ideas that might help you run the meeting:

@ Begin on time - finish on time.

@ Boys have a thousand muscles to wiggle and only a dozen to sit still. That dozen gets tired very quickly.

@ Keep every moment busy. Crowd things along and you will have no discipline problems, no uncontrolled roughhousing.

@ As a general rule, allow no more than twenty minutes for each activity.

@ Plan for more rather than to have the meeting finish a half hour early.

@ Shift to something else before the boys tire of what they are doing.

@ If the planned program doesn't work, be resourceful; Change, if necessary, to suit conditions.

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Introduction

Mazal Tov!!! You have been elected Unit Leader!

There are great times ahead for you and your friends. Get all you can out of being a unit leader! But remember, there is much more to it than having fun.

Your greatest z'chus as a unit leader will be your chance to help turn an ordinary group of boys into a real unit, to help 7 or 8 boys your age become real Chayolim.

Every single member of the unit will have a part to play in making the unit whatever it turns out to be. But the biggest responsibility is yours. Your leadership, your friendliness, and your example will count most!

Responsibilities

The unit leader's job is to make sure that everything "happens." This can be split into 6 parts:

1. **Confirm the location for the Melave Malka.** When doing so, make sure that the host knows what food to prepare (bagels and spreads, some nosh, such as chips, popcorn and drinks), and that they have enough chairs. Let them know what time the meeting will begin and around when it will finish.

Effective Leadership

Here are ten tips and practical ideas that can help you be an effective unit leader:

@ **Be a good communicator.** A good unit leader knows how to get and give information so that everyone understands.

@ **Keep your word.** Don't make promises you can't keep.

@ **Be fair to all.** Show no favorites. Don't allow friendships to stand in the way of being fair to all chayolim in your unit.

@ **Be flexible.** Be prepared to shift to "Plan B" when "Plan A" fails.

@ **Be organized**. Record who is responsible for each task when a project is planned.

@ **Delegate.** Most people like to be challenged with a task. Let them try doing things they haven't tried before.

@ **Set the example.** Whatever you do, your fellow Chayolim are likely to do the same. Having a cheerful attitude can help everyone in good spirits.

@ **Be consistent**. Nothing is more confusing than a leader who is one way one moment and the opposite a short time later. If your unit knows what to expect from you, they will more likely respond positively to your leadership.

A "Living" Unit

A unit becomes real when it has Chayus, and you'll want to do anything you can to build it up. It won't happen overnight, but will develop slowly. By bringing everyone together, turning individuals into a lively unit, you will make this happen; you create that spirit of achdus & unity.

There are many things that help create this Ruach, but most important of all are the things you do together: planning, working, meeting, eating, and singing. Everything is done together, bringing energy and life to the unit, something impossible to reach on our own.

Helping Hands

You are not working alone - far from it! There are many others who want you to succeed in your task. Your Madrich will give you advice, training and actual help. In addition, the fathers and mothers of the boys in your unit will be there to provide support - as long as you give them a chance.

In all of your jobs as unit leader, remember that it is important to give everyone an opportunity to share in the work and leadership of the unit. When everyone moves forward together, each person doing his job, you will have proved yourself to be a great leader: your unit will have become a team!

2. **Confirm with the Computer Clerk** where the Melave Malka of that week will be held so that he may include it in that week's Invitation.

3. Every Shabbos morning your unit gets together in a nearby shul to learn **Chassidus before davening.** Make sure to **confirm** that the mezonos is brought there before Shabbos and stored in a safe place.

4. **During the week, contact all the unit members** to ensure that they are prepared and ready for their job for the coming Motzei Shabbos. Help whenever necessary and be their link to your Madrich during the week.

5. **Prepare a schedule for the Melave Malka.** You may choose to stick to the schedule that you get from the CTH office, or to add and change it to put together the best meeting of all. Always remember to include everyone in the planning.

6. **Run the meeting.** This is the most challenging part of your job, because this is where all your leadership skills will come into practice. Remember that for the unit to succeed every member has to feel that he is an important part. It is your job to try to get him involved. Make sure to tell the host not to put the food on the table until after everyone has washed for Hamotzi.

7. Make sure every thing is clean and to thank the host before you leave.

Know Yourself

Before you start, it is important to try to understand a little bit about yourself. Ask yourself the following questions and see what some of the answers might be.

@ What are a few things that the boys in your unit expect from their unit leader?

@ Can you keep control of unit activities without losing your temper and spoiling the fun?

@ Do you have a sense of humor? Can you take a joke in a good-natured way?

The UNIT MEETING Agenda

The following is an outline of the unit meeting agenda:

Time	Schedule	
7:00 P.M.	**Pre-Meeting Game**	*Responsibility*: Game Master
7:10 P.M.	**Welcome**	*Responsibility:* Unit Leader
7:12 P.M.	**12 Pesukim**	*Responsibility*: Policy Presenter
7:18 P.M.	**Generals Minutes**	*Responsibility:* Madrich
7:25 P.M.	**Commanders Order**	*Responsibility:* The Chozer
7:32 P.M.	**Wash for Melave Malka**	*Responsibility:* Everyone
7:42 P.M.	**Story Time!**	*Responsibility:* Storyteller

unit should be a run in a way that every Chayol has a chance to take part in the planning. Giving each Chayol an opportunity to do something in the unit gives him the chance to learn & practice leadership.

Be a leader, the guy who points the way - but share your leadership. That's the way to get every single Chayol in your unit excited to do his part in any thing the unit undertakes.

Be a Friend

The fact that the boys themselves picked you as their leader shows that they have confidence in you. Now you have to gain their confidence as a friend. This confidence won't come easily or quickly. It takes patience and skill. You know from your own experience that if someone tries to force you to trust him before you are ready, you close up, and it's a long time before you trust anyone again.

So take it easy. Try to be a real friend to each Chayol in your unit, and they'll all become real friends to you - "To have a friend, be one."

Be Patient

It's going to happen again and again - you'll get impatient. Things aren't moving fast enough for you! Things aren't going right! Well, you won't get anywhere by pushing or screaming. That will only put the other boys on the defensive and accomplish the opposite of what you want to accomplish.

8:15 P.M. (10 Minutes) Benching

Responsibility: Everyone

It's now time to bring the meeting to a close. By bringing out the benchers. Remind everyone with a hat and jacket to kindly put them on. If you have a Mezuman, one should be made encourage everyone to Bench together as a unit.

8:25 P.M. (5 Minutes) Clean Up & Thank Host

Responsibility: Everyone

Thank the evening's host and make sure to leave the house better than the way you found it - nice and clean.

After Benching, thank the host for the beautiful Melave Malka reminding the unit to do the same and don't forget to clean up after yourselves.

Leadership

Leadership by Example

The example you set is most important. The best way of being the right kind of leader is being the right kind of Chayol. When the other boys see that you are trying your best to live up to the Rebbe's expectations they'll try to do the same.

Sharing Leadership

Of course being a unit leader doesn't mean being the "big boss" of the unit, planning everything yourself and ordering everybody around. Just the opposite - the

7:47 P.M.	**Seder Niggunim**	*Responsibility:* Ba'al Menagen
7:57 P.M.	**Chassidisher Vort**	*Responsibility:* Ba'al Hasmuoh
8:00 P.M.	**Projects**	*Responsibility:* Everyone
8:15 P.M.	**Benching**	*Responsibility:* Everyone
8:25 P.M.	**Clean Up & Thank Host**	*Responsibility:* Everyone

Important Note:

Food should not be put on to the table until its time to wash!

How to run a Melave Malke

Time Schedule

7:00 P.M. Pre-Meeting Game

Responsibility: Game Master & Unit leader

Past experience has proven; when a meeting started with a pre-meeting game everyone felt the difference. We walk directly into an environment full of action, which intensifies as the other children arrived.

Before the program had even begun, an atmosphere has been created. No longer are they 7 or 8 different children from different schools; they became a solid unit.

The game master must be all prepared ready to start his game at 6:55pm

The Game, will be in the spirit of the current them, helping us get into the spirit of things.

Before the Chayolim get bored of the game (which should never last more than 5 minutes - max.), the Unit Leader, in a friendly manner, directs everyone to the table.

7:10 P.M. (2 Minutes) Welcome:

Responsibility: Unit Leader

The Unit Leader welcomes everyone to the melave malka, Thanks the host and everyone for coming and gives out the weeks meeting agenda.

The unit leader then introduces the policy presenter

7:12 P.M. (6 Minutes) 12 Pesukim

Responsibility: Policy Presenter

The Policy Presenter introduces one of the 12 Pessukim.

The unit recites the 12 pesukim.

7:18 P.M. (7 Minutes) Madrich Minute

Responsibility: Madrich

The Unit Leader then introduces his very own Madrich It's now time for the Madrich to farbreng with you and fill you in on the current theme.

7:25 P.M. (4 Minutes) The Weekly Sicha

Responsibility: The Chozer

Keeping our hats and/or jackets on, The Chozer explains our generals Orders. Giving us some insight of what we will hear in the weekly Sicha.

The Chozer then hands out copies of the sicha for everyone to follow along!

7:29 P.M. (2 Minutes) The commanders order

Responsibility: The Chozer

The chozer then press play on the CD player.

We listen to the Rebbe saying the Sicha we have just learned together, following along in the copies.

7:32 P.M. (11 Minutes) Wash for Melave Malka

Responsibility: Everyone

We all go to the kitchen and wash for Melave Malka.

7:42 P.M. (5 Minutes) Story Time!

Responsibility: Storyteller

We are all treated to exciting story.

7:47 P.M. (10 Minutes) Seder Niggunim

Responsibility: Ba'al Menagen

We put our arms around each other as we sing a niggun which tune is connected to one of the upcoming chassidishe Yomim Tovim and words bring out the them of the week!

7:57 P.M. (3 Minutes) Chassidisher Vort:

Responsibility: Ba'al Hasmuoh

8:00 P.M. (15 Minutes) Projects

Responsibility: Project Coordinator

We discuss and/or are updated on where we are holding on the current project that are on the agenda.