



How to Use This Guide

This guide organizes the process for creating change into five steps and follows the format of the accompanying Agents of Change DVD. This process to affect change applies not only to bullying but other important issues that your school and community may face – whether the challenge is school attendance, creating resilient, resourceful youth, or engaging and involving parents and community leaders.

In order to become true Agents of Change, the five-step process includes:

1. Raising Awareness
2. Identifying Solutions
3. Using Tools for Change
4. Planning for Success
5. Measuring Success

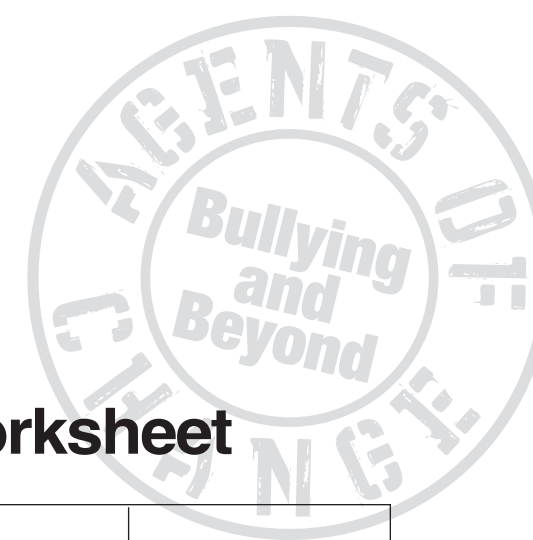
Users have the option to watch each video segment and complete each step in the guide, one at a time, or watch the documentary in its entirety before beginning your school's or organization's five steps to generate change – whatever your challenge might be.

Each section offers a list of discussion questions designed to help your group think in-depth about the step it is about to take, followed by specific activities to successfully complete the step and move on to the next. Instructions and discussion questions italicized within each section are designed to be read aloud by the group facilitator – whether an adult teacher, counselor or community group leader or a student peer leader – who can then guide the group toward consensus and action.

While there is much work ahead, the task of affecting positive change can be both satisfying and rewarding. Be sure to take time to enjoy the process!



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Agents of Change: Measuring our Success Worksheet

	Sign of Success #1	Sign of Success #2	Sign of Success #3	Should this solution step be continued?
Solution #1				
Solution #2				
Solution #3				
Solution #4				



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Step Five: Measuring Success continued

4. Distribute copies of the Measuring our Success worksheet. Have group members list the solutions they will implement in the first column of boxes. If possible, write the dates or time frame when these tasks will be completed.
5. Write the group's top three signs of success in the appropriate boxes across the top of the page.
6. Encourage group members to discuss and decide upon the ways they can see and watch for the success of each of the solution steps, writing their planned observations in the appropriate box.
7. Have the group set a future date to reconvene and re-visit their implementation plan. At this time, take another look at the worksheet. In the fourth column on the worksheet, ask team members to decide whether or not the solution step should be continued.
8. As the group continues to monitor and measure its success, ask: *Have we been successful so far? How do we know? If we have been successful, what are our next steps? If we have not been successful, what are our next steps? How should we share our results?*
9. As a group, write up a summary of their efforts so far to share with the school population, and determine how to proceed in the future. Facilitators, ask the group to consider these questions: *Will this require us to start back at step one or do we create a new plan? Which parts, if any, of our plan will we continue? Which, if any, will we abandon? What will be our legacy for the school?*

Agents of Change: Define Your Terms

An agent of change can be defined as someone who convinces others to change their behaviors in a positive way, specifically in regards to the topic of bullying. Now it is time to create a definition that works for your group.

Purpose and Objective

Group members will work together to define and achieve consensus on exactly what it means to be an Agent of Change.

Materials

Whiteboard or flip chart

Paper, poster board and markers for visual approaches

Discussion Questions

Watch Part I of the **Agents of Change** DVD. Facilitators, encourage your group discussion and reflection using the following questions. Keep track of responses by writing comments on a flip chart or whiteboard.

- What is an agent of change?
- What qualities does an agent of change possess?
- What are the challenges of being an agent of change?
- What are the benefits of being an agent of change?
- Do you think you possess the qualities to be an agent of change? Why? Why not?

Activity

1. Having discussed the group's concepts of Agent of Change, the task at hand is to develop a creative way of presenting it that helps participants express their idea of an agent of change. Depending upon the size of your group, members can work together in smaller teams, as a group or individually. Facilitators, ask the group members to find a creative way to express their vision of an agent of change. *Will you draw a picture? Will you present a skit? Will you rap your lyrics or recite a poem? Choose your medium, know your terminology and then present your ideas to everyone.*
2. Either in smaller teams or as individuals, allow group members to take five to 10 minutes to prepare a presentation to describe their vision of an Agent of Change.
3. Have group members present their ideas to each other. Ask, *What did each presentation have in common? How did the presentations they differ?*
4. Using the presentations ideas as a platform, come up with an Agent of Change definition that will satisfy your group as a whole.

Now that your group has defined and understands just what it means to be an Agent of Change, it's time to forge ahead and embark upon the five-step process.



SAMPLE



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Step Five: Measuring Success

Change does not happen overnight. Rather, it happens slowly — sometimes over a number of weeks, months or even a year. Despite the timeframe, we still need to know if our efforts are working — whatever the challenge may be. Have attitudes changed? Can we sense a new atmosphere in school hallways? Do other kids comment on their feelings of increased safety or awareness?

Measuring and understanding our successes — and ongoing challenges — will help our group to adjust the action plan and know when to change or bolster certain activities.

Purpose and Objective

Group members will work together to define what outcomes will indicate that their initiative is achieving its goals and will set into place techniques to measure and share results and plan future steps.

Materials

Board/Overhead
Measuring our Success Worksheet

Discussion/Reflection Questions

Watch Step Five segment of the **Agents of Change** DVD. To begin this evaluation, facilitators can ask the group to discuss and reflect upon these questions:

- Why is it important to measure our activities?
- What are the different ways we can assess the outcome of our bullying prevention efforts?
- How will we know we've made a difference?
- How can we share our results?
- What will our next steps be?

Activity

1. Facilitators, begin this task by asking the group: *How do we know if we are successful in any endeavor? What are some of the signs of success we can look out for?* List responses on the board or overhead.
2. Now ask, *How will we know if we have been successful in our bullying-prevention campaign? What do we hope to accomplish? What are the changes we hope to see? What will people be saying? What will be the signs of success in our school?*
3. List the group's anticipated signs of success for the program on the board. Have the group select the top three signs.

