



# Water Leadership Program

## Career Self-Assessment Assignment

### Activity #1 | Week of March 20<sup>th</sup>: 9 Categories of Leadership Skills

#### Career Self-Assessment

*Asynchronous; March 20 - April 17, 2024*

*In this activity, each participant will meet one-on-one with EFCN staff and complete a set of self-assessment instruments and activities, with the intended goal of understanding both short and long-term career and life plans.*

**NOTE: You must download this form to your computer to have access to the fillable portions of the form.**

“Education is not preparation for life; education is life itself. [...] We do not learn from experience... we learn from reflecting on experience.” -John Dewey

We don't typically make time to reflect on our skills and abilities. This is unfortunate because in order to grow, we need to think through what we do well and what we don't do well, what we want to improve, and the implications of not learning new skills or improving our capabilities. John Dewey, a philosopher of education, thought of reflective thinking as a means of “turning a subject over in the mind and giving it serious and consecutive consideration.” He emphasized that such reflective thinking would free us from engaging in merely “impulsive and routine activity.” And that it would enable us to act in “deliberate and intentional fashion.” [See: Dewey, John. 1933. *How we think: A restatement of the relation of reflective thinking to the educative process* (1910), revised edition. Boston: Heath.]

With this [the above] in mind, you will engage in 3 activities that will help you reflect on your skills and abilities, and make a plan for personal development. Each activity builds on the previous:

1) 9 Categories of Leadership Skills, 2) Emotional Intelligence, and 3) Personal Development Plan

\*This assignment is based on [Purdue University's Mechanical Engineering Leadership Development Program](#) materials and activity worksheets.

The first part of this assignment provides you with the opportunity to assess your leadership skills. As you can see in the scorecard, there are many leadership skills: no one can excel at all of them, so think realistically about your strengths and weaknesses. Set aside time to think about how well you perform in each category and for each skills/attribute. Be realistic and honest with yourself. Respond to each statement in terms of your current abilities not how you'd like to see yourself or how others might evaluate you.

#### Step 1: Scorecard | Complete the 9 Categories of Leadership Skills fillable form

- a. Read each statement and think about the attributes and skills with regard to how well you currently perform them. You might want to write out some of your thoughts about the categories and the skills before you begin.
- b. Complete the fillable scorecard (page 3-5) by choosing *Do not do well*, *Do somewhat well*, or *Do well* for each statement.

**Step 2: Reflection | Pick 3 categories, reflect, and journal.**

- a. Pick the 3 categories you are most interested in exploring.
- b. Complete the fillable-journal form of page 6 of this assignment: reflect on the attributes and skills you do well and could work on by writing two 75-150 word reflections.
- c. Place a check mark in the 'Will Work On' column on the left side of the scorecard.

**Step 3: Save this PDF, and email to your regional advisor by Wednesday the 27<sup>th</sup> of March by 5:30 pm.**

# Self-Assessment Scorecard

Will Work On	Personal Leadership Development	Do not do well	Do some what well	Do well
	<b>Understands Leadership</b>			
	I am aware of my leadership strengths and weaknesses.			
	I take initiative on projects.			
	I build relationships with others in order to reach a mutual goal.			
	I understand the underlying concepts of leadership.			
	I adapt my leadership style to different situations.			
	I have a personal philosophy of leadership.			
	<b>Is Self Aware</b>			
	I am aware of my attitudes, values, biases, and prejudices.			
	I engage in activities that build or improve my leadership abilities.			
	I pay attention to how my language and behavior may be perceived by others.			
	I am able to exert self-discipline and control over my behavior.			
	I know my personal power to make a difference in my life and others.			
	<b>Practices Ethical Behavior</b>			
	I understand the ethical responsibilities that come with leadership.			
	I follow through on commitments I make.			
	I am trustworthy.			
	I act in accordance with my words, e.g., "walk the talk."			
	I lead by setting a positive example for others.			
	<b>Sustains Leadership</b>			
	I am aware a life-long learner.			
	I reflect on situations and learn from them.			
	I am resilient. When things don't work out, I learn from it and bounce back.			
	I provide opportunities for others to be leaders.			

# Self-Assessment Scorecard

Will Work On	Interpersonal Leadership Development	Do not do well	Do some what well	Do well
	<b>Values Diversity</b>			
	I value that each person is different.			
	I treat each person with respect.			
	I work effectively with others who are different from me.			
	I reach out to include other people.			
	<b>Enhances Communication Skills</b>			
	I listen carefully to understand what another person is saying.			
	To avoid misunderstanding, I ask questions to clarify what the other person is saying.			
	I say what I mean and mean what I say.			
	When I speak, my message is clear.			
	I can express a view that differs from others in effective ways.			
	To get different perspectives, I ask for input from a wide range of people.			
	I establish rapport with people.			
	I influence others through what I say and how I say it.			
	I seek feedback from others, even if it might be negative.			
	I initiate relationships with others.			
	<b>Manages Conflict</b>			
	I work to solve problems, not blame others, when we hit a stone wall.			
	I am able to give constructive negative feedback to others when needed.			
	I initiate successful resolution of conflict with others.			
	I can manage conflict to create positive change.			

# Self-Assessment Scorecard

Will Work On	Interpersonal Leadership Development	Do not do well	Do some what well	Do well
	<b>Develops Teams</b>			
	I value the contribution each person makes to a team.			
	I help a group identify a common goal.			
	When working in a team situation, I help the group keep its focus.			
	I help ensure that everyone is kept informed and information is shared freely.			
	When I'm responsible for a task or project, I follow through in a timely way.			
	I work well with others on a team.			
	I help the team determine how it will work together as a team.			
	<b>Commits to Serving Others</b>			
	I try to make a difference for causes that are greater than my own needs.			
	I volunteer to serve others in the community.			
	I engage with culturally different groups in the community.			
	I reflect on my community service to learn more about myself.			
	I help people in a community organize to undertake a worthwhile project.			
	I help people who do not have a voice at the policy table develop a way to be heard.			
	I understand the diversity and complexity of communities.			
	I try to make a difference in my community.			
	I understand social injustice, prejudices and biases in our society and work to eliminate them.			



**1. Select the 3 categories you are most interested in exploring:**

- 1.** Understanding Leadership
- 2.** Committing to Serving Others
- 3.** Managing Conflict

**2. Reflect on the attributes and skills you possess and do well:**

**3. Using the 3 categories you selected above, which skills and attributes would you like to work on in the short term? (6-9 months)**