

Module 1

Personal Development and Distributive Learning Checklists for Leaders

Personal Development Checklist:

- Prepare a Leadership Competency Development Action Plan (page 31-31 in your Module 1 workbook) that reflects competencies you wish to develop as a result of your participation in this session. Use your Module 1 Leadership Development Process Journal (pages 6-8) to keep a record of your action plan progress.
- Review page 5 of your Work Expectations Profile to gain a better understanding of the gaps that exist in your work expectations. Use the gap analysis (as described on page 6) to determine the most important focus areas. Complete the Focus, Reflect and Act application sections in the profile only for the dimensions described on page 6.
- Complete or review the Building Trust Application Exercise for expectations that are met (page 42) and expectations that are not met (page 43). Share what you have learned about your work expectations during performance review conversations, as appropriate.
- Read the Emotional Intelligence book. Complete the Emotional Intelligence profile online (instructions in the book on page 63). ***Print out results and take to your Module 2 Leadership Development session.***
- Read Chapter 2 in Arlen's book, Increasing the Odds for High-Performance Teams (in particular, pages 17-18 give insights on what RBC is all about; Chapter 3 is a case study of how a company successfully moved to a responsibility-based culture).
- Complete the Personal Listening Profile. ***Print out results and take to your Module 2 Leadership Development session.***

Distributive Learning Checklist:

- Email the names and email addresses of your office/team members to Jennifer Lord (Jennifer.lord@uwex.edu) so she can arrange for them to be sent the on-line Work Expectations profile.
- Hold an initial meeting with office/unit/team members to review the most valuable information you learned during Module 1 (note: you are not expected to review all two days of content), to answer questions and to introduce the Work Expectations Profile.
- Hold a second meeting to review Work Expectations Profile results of members in your group. (hand out copies of page 12-13 in "Handouts" from Module 1).
- Conduct one-on-one meetings with each of your team/unit/office members to review and discuss their expectations and strategies for improvement. Use page 14 in the Leadership Development Journal to plan and take notes during these discussions.
- Complete page 10 in the Leadership Development Journal, "Review of Building Trust Efforts" and bring to Module 2.***