

TASK TWO:

YOUR LEADERSHIP PRACTICES ANALYSIS

- Write in FIRST Person
- Use a different theory than you used in Task 1.
- We encourage you to read through these entire task instructions prior to starting.
- We encourage you to read through the entire task instructions prior to identifying an organization and leader
- It is important to plan for how you will organize and format this paper. Follow APA formatting; use your headers and sub-headers. We encourage you to create a cover page, table of contents, headers and sub-headers throughout the paper.
- The paper should be 6-10 pages, not including cover and references, but note that it can be shorter or longer, as long as you are descriptive (who, what, when, & where), and explanatory (the why & how). Evaluators assess your paper based on the specificity of your response, not generalizations.

A. Your Leadership Style and Practices

A1. & A1a. Complete and reflect on the “Seven Habits Profile”

- This section is all about you reflecting on your leadership style and practices.
- Your first step is to take the Seven Habits Profile. You will find this questionnaire located under your Task 2 directions in Assessments in your C200 course.
- After you have completed the profile, **save your results**. You will upload a completed Seven Habits Profile when you submit your final paper (a picture upload is ok)
- Reflect on what the results might indicate about your leadership style. You must reflect on a minimum of six of the nine categorical results. Be descriptive and provide examples.
- **NOTE: For each category, please write a paragraph that includes:**

1. **The Category Title**
2. **Your Score**
3. **Your reflection on the score; provide descriptive examples**

- **This reflection has nothing to do with theory**

- This sub-section is typically 3 pages; a separate paragraph for each result
- **No citations are necessary.**

A2a. Evaluate at least three Strengths you demonstrate as a leader

- **Apply ONE theory to all 3 sections A-B-C.**
- **THEORIES:** Transactional, Transformational, Situational, Servant, Participative

TASK 2 TASK 1

 - Section A asks you to cite and reference a minimum of three scholarly sources throughout A2 related to the one theory. Cite in each of 1,2,3 below- and put on reference page.
 - Using the principles of the leadership theory you selected for this self-evaluation, identify three strengths you demonstrate as a leader. Be specific, provide examples, and then specifically tie it to the leadership theory (citing).
 - **For each Strength write a paragraph to include:**
 1. **Describe the Strength**
 2. **Provide example(s)**
 3. **Include the impact of your Strength of your leadership**
 4. **Describe how it relates to the theory you choose (and provide citation)**
- This Strengths sub-section is typically 2 pages; a separate paragraph for each strength
- **Include citations.**

A2b. Evaluate at least three Weaknesses you demonstrate as a leader

- In this section, discuss at least three areas for improvement specific to your leadership practices. Remember to base your assessment on the leadership theory you are using throughout Section A. Be specific, provide examples.; Review the weakness and then specifically tie it to the leadership theory (citing). State the weakness, say why applies to the theory, cite/reference.
- **For each Weakness write a paragraph to include:**
 1. **Describe the Weakness**
 2. **Provide example(s) and include the impact of your weaknesses**
 3. **Describe how it relates to the theory you choose (and provide citation)**
- This weakness sub-section is typically 2 pages; a separate paragraph for each weakness
- **Include citations.**

A2c. Recommend three theory-based changes you could make to maximize your success

- Now that you have reflected on your current leadership practices, it is time to look forward and plan for your development as a leader.
- In this section, you recommend three specific actions, behaviors, or practices that would help you maximize your success in managing organizations and leading people. Ideally, your recommendations will address your identified leadership weaknesses.
- All three recommendations need to be based on the same one theory
- **For each recommendation, write a paragraph to include the following:**
 1. **The recommendation**
 2. **How the recommendation relates to the theory (provide citation)**

3. The performance gap the recommendation will address

3) The expected outcome of putting the recommendation into action.

- This Recommendation sub-section is typically 2 pages; a separate paragraph for each recommendation
- **Include citations.** Remember to include at least three scholarly sources to support your leadership strengths, weaknesses, or recommendations.

A2d. Discuss two short-term SMART goals that will improve your leadership practice

- In this final step, you will set SMART goals for yourself. Goal setting is a critical skill and helps break down a larger initiative into manageable accomplishments while staying accountable and improving performance.
- Begin by identifying *two* leadership development goals (skills, behaviors, or practices) you would like to accomplish in the next month or so. Now it is time to take those two goals and apply the SMART criteria.
- **For EACH goal write a full paragraph which includes a full sentence about each of S-M-A-R-T:**
 - **Specific:** Goals should be precise. Include why you are setting each goal, how the goal is linked to your leadership development, and what you hope to accomplish as a result of achieving the goals.
 - **Measurable:** A measurement needs to be included to assess the extent to which the goal is accomplished.
 - **Attainable (Achievable):** Goals should be realistic, challenging, and attainable.
 - **Relevant:** Goals should focus on the end-result. State what results can realistically be achieved, given available resources. They should start with **To** following by verbs – complete, acquire, increase, decrease, etc.
 - **Time-bound:** Goals specify target dates for duration and completion. Periodicity is required.
- **For example (brief example):**
 - A specific goal I would like to accomplish pertaining to my leadership skills is improving my mentoring skill set. It is critical I become a better mentor to my staff to facilitate their professional development.
 - I will measure the progress of developing my mentorship skills by having a senior manager fill in a progress report for me weekly pertaining to my progress
 - This goal is attainable as it is within my capacity to become a better mentor if I apply myself to training.
 - The goal is relevant to my role as a manager trainee and being a leader to others.
 - I will accomplish this goal during the time frame of sixteen weeks, by May 12.
- Section A2D and A2di is typically 2 pages; a separate paragraph for each Goal
- **Include citations where needed.**

A2di. Discuss *at least two* specific actions you will take to reach *each* of the SMART goals discussed in part A2d.

- Make this a separate section from A2D with its own header.
- Write out two specific action steps that will help you reach each of your two SMART goals; this will be four total paragraphs.

- For example (brief): I will meet with a senior leader of the organization once a week for an hour over the course of sixteen weeks for mentorship training.
 - For example (brief): I will also task a four-week training course in mentorship from of organizations Skillsoft training database.
- Section A2di is typically 1 page; a separate paragraph for each Action
 - **Include citations where needed.**

Citations and Reference Page

- Your paper is required to include in-text citations that tie to your reference page following APA guidelines. The Writing Center is a resource to help with formatting.

Article Link:

<https://srm--c.na60.visual.force.com/apex/coursearticle?id=kA0a0000000xEnoCAE>