

OLCU 325 Leadership Skills Development Lab
Personal Leadership Development Plan

Due Wednesday midnight - Week 2

Paper: 200 words or 1 page double-spaced (or 3 single-space paragraphs)

Visual Construct: Visit [Pinterest.com](https://www.pinterest.com). Create a Pinterest album illustrating your goals.

Rubric and drop box for submission: Week Two Assignment folder

Due **Wednesday midnight Week 2** - you will develop a Personal Leadership Development Plan for this class that serves as a guideline for your leadership development throughout the duration of this course.

Bennis (2009) notes that **the first basic ingredient of leadership is a guiding vision**. The leader has a clear idea of what he or she wants to do – professionally and personally – and the strength to persist in the face of setbacks, even failure. Unless you know where you’re going, and why, you cannot possibly get there (pgs. 33 – 34). The overall objective of this class is to develop leadership skills by engaging and participating in activities, assessments and projects that provide the opportunity to practice these skills.

Your Personal Development Plan should include the following elements:

DESCRIBE: Describe the leadership behavior you want to work on and why.

For example: I want to improve the way I communicate my vision/opinion because I want to feel heard by my team and I want to demonstrate a more active contribution to my team at work.

ASSESS: What specific skill do you need or want to work on to be able to demonstrate this leadership behavior?

For example: I need to improve my oral presentation skills or I need to learn how to be more assertive.

APPLY: What will you commit to do to develop this skill, both inside and outside the class?

For example: I will take the lead in the team project, or I will present the team project or I will take every opportunity to speak out in class or in my team meetings.

ANALYSIS: What are your goals? What will success look like?

For example: Be the co-presenter of my team project, or speak up at least twice in every meeting I attend.

EVALUATE: On a scale of 1-10 where are you now with regard to the leadership skill you want to develop?

Submit to the Assignment folder before **Wednesday midnight of Week Two.**

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Criteria	Exemplary	Proficient	Needs Improvement	Below Expectations
Clarity and Descriptive elements	28 - 25 points Provides clear description of desired leadership behaviors to be worked on <i>and why</i> . Personal justification is well articulated.	24 - 23 points Provides fairly clear description of desired leadership behaviors to be worked on <i>and why</i> . Personal justification is fairly articulated.	22 - 20 points Provides somewhat clear description of desired leadership behaviors to be worked on <i>and why</i> . Personal justification is marginally articulated.	19 - 0 points Does not provide a clear description of desired leadership behaviors to be worked on <i>and why</i> . Personal justification is not articulated.
Assessment and application	28 - 25 points Specific skills to work on are plainly outlined in order to demonstrate described/desired leadership behavior(s). Commitment (in application) is clearly described with specific action steps.	24 - 23 points Specific skills to work on are fairly outlined in order to demonstrate described/desired leadership behavior(s). Commitment (in application) is fairly described with specific action steps.	39 - 20 points Skills to work on are listed in order to demonstrate described/desired leadership behavior(s), but are only somewhat lucid. Commitment (in application) is mentioned but not clearly described with specific action steps.	19 - 0 points Does not list specific skills to work on in order to demonstrate described/desired leadership behavior(s). Commitment (in application) is not addressed. Specific action steps are minimal or not present.
Analysis and Evaluation	28 - 25 points SMART goals illustrating what personal success will look like are clearly delivered. Visual aids via Pintrest are clear and easy to follow. Evaluation with regard to the leadership skill intended for development is descriptive.	24 - 23 points SMART goals illustrating what personal success will look like are somewhat discussed. Visual aids via Pintrest are somewhat easy to follow. Evaluation with regard to the leadership skill intended for development is mentioned and made somewhat clear.	39 - 20 points SMART goals illustrating what personal success will look like are briefly mentioned. Visual aids via Pintrest are unclear. Evaluation with regard to the leadership skill intended for development is vaguely discussed.	19 - 0 points SMART goals illustrating what personal success will look like are not discussed. Visual aids via Pintrest are poorly displayed or absent. Evaluation with regard to the leadership skill intended for development is not mentioned.
Writing Mechanics and APA	16 points The writer clearly demonstrates an understanding of the assignment while using a style, form and language that is appropriate for a college level paper. The writer properly acknowledges the work of others by consistently utilizing current APA style.	15 - 14 points The writer demonstrates some understanding of the assignment while using a style, form and language that is appropriate for a college level paper. The writer properly acknowledges the work of others with some APA flaws.	13 - 10 points The writer demonstrates minimal understanding of the assignment while using a style, form and language that is appropriate for a college level paper. The writer properly acknowledges the work of others with major APA flaws.	9 - 0 points The writer uses a style, form, and language that are not college level quality. The writer does not acknowledge the work of others, and does not utilize APA style.