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# The Law of Growth

## Leadership Workshop Assignment

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### Instructions:

#### PART 1

One of the keys to leading leaders is being able to identify a person's leadership potential. This week use the following assessment to evaluate and identify the potential leaders on your team. These are people you want to spend time investing in and developing to become future leaders. Rate at least 5 people you are working with currently, or will be working with on an upcoming project.

#### PART 2

Fine someone from your rating who falls in the category of emerging leader or potential. Brainstorm a list of things you can do during this process to empower them to take the lead, ways to set them up to lead others. Find one thing to do this week that will place them in a leadership position.

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### Deliverables:

Upload to blackboard a PDF with appropriate bookmarks that includes the lists and ratings from part 1. Write a 2 page reflection paper including a description of who and what you chose for part 2 and the events that occurred as well as the brainstorming

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# POTENTIAL LEADERSHIP ASSESSMENT

POTENTIAL LEADER'S NAME: \_\_\_\_\_

0 = Never    1 = Seldom    2 = Sometimes    3 = Usually    4 = Always

1. Has influence with others.    0 1 2 3 4
2. Has self-discipline.    0 1 2 3 4
3. Has a good track record.    0 1 2 3 4
4. Has strong people skills.    0 1 2 3 4
5. Does not accept the status quo.    0 1 2 3 4
6. Has the ability to solve problems.    0 1 2 3 4
7. Sees the big picture.    0 1 2 3 4
8. Has the ability to handle stress.    0 1 2 3 4
9. Understands people.    0 1 2 3 4
10. Does not bring personal problems to work.    0 1 2 3 4
11. Is willing to take responsibility.    0 1 2 3 4
12. Displays a positive spirit and outlook.    0 1 2 3 4
13. Free from anger.    0 1 2 3 4
14. Willing to make changes    0 1 2 3 4
15. Has integrity    0 1 2 3 4
16. Has a strong sense of self.    0 1 2 3 4
17. Has the ability to see what has to be done next.    0 1 2 3 4
18. Is accepted as a leader by others.    0 1 2 3 4
19. Has the ability and desire to keep learning.    0 1 2 3 4
20. Has a manner that draws people in.    0 1 2 3 4
21. Has a good self image.    0 1 2 3 4
22. Has a willingness to serve others.    0 1 2 3 4
23. Has the ability to develop other leaders.    0 1 2 3 4
24. Has the ability to bounce back when problems arise.    0 1 2 3 4
25. Takes initiative.    0 1 2 3 4

Total Score \_\_\_\_\_

90 - 100	Great Leader
80-89	Good Leader
70-79	Emerging Leader
60-69	Potential
below 60	Needs growth before tackling leadership

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# Law of Buy In

## Leadership Workshop Assignment

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### Instructions:

#### STEP 1

Write a vision for the next show you will have a major leadership position on. Looking back at things you have struggled with in the past and forward at possible challenges, come up with a concrete plan on how you will be more successful at leading your team through your next production.

#### STEP 2

Choose three people to share this vision with. Ask them for their reactions and feedback to their vision. If it is someone who would be involved asked if that is something they can get on board with. Person #1 should be someone you have a strong relationship with, who you feel believes in your leadership potential. Person #2 should be someone you do not know well and does not have a positive view of your leadership (this does not necessarily mean a bad opinion, it can be no opinion) Person #3 should be someone you do not know well as well, but before you share your vision with them take the time to get to know them this week. Perhaps it is an assistant you have not worked with before, or someone on the team you have not had a chance to get to know. Take the time to get to know them and what they value. Also express your values and what is important to you in a production process. Then share your vision and ask for feedback. Be confident in your vision but also be honest and authentic.

#### STEP 3

How did the responses vary? If at all? Were you more comfortable telling one person over the other? Who do you think will get on board the fastest as you implement this plan? Write a 2 page reflection addressing the questions above and your reactions to this assignment.

### Deliverables:

Upload to blackboard a PDF of your vision statement and reflection paper.

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# The Law of Navigation (Planning)

## Leadership Workshop Assignment

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### PART 1

Leaders who are strong at Navigation participate in a 4 step process for every project and situation. They Draw on past experiences, Examine the current conditions, Listen to what others have to say, make sure their conclusions represent both faith and fact. They do this consciously and with purpose. Think of a large project or situation that may not have gone the way you wanted. Evaluate how you did (or did not) practice each of these 4 steps and evaluate what would have been by the active use of each of these steps.

### PART 2

*“Plan your work, work your plan”*

For the next week schedule 15 minutes at the start and finish of every day to actively navigate and reflect on navigations. At the beginning of each day look ahead and choose 1-2 obstacles you believe you will face for the day and answer the following questions;

MORNING:

1. What have you done in the past when faced with this situation that was useful or a hindrance?
2. What are the surrounding conditions that could affect the outcome of this situation?
3. Who has experience in this area that can you look to for advice or guidance?
4. What are some outcomes that are both realistic AND optimistic?

EVENING:

1. Was this obstacle successfully addressed?
2. What do you feel you did well? What do you feel you could have done better?
3. How did the morning's reflection help you address things throughout the day?
4. What do you know now that could be applied to future events?

### PART 3

How did daily reflection affect the choices you made during the day? Did you feel more prepared and confident in your choices? Was the morning or evening reflection more useful for you? What concrete tactics from this exercise can you use to move forward with improving your planning and navigation skills?

## Deliverables:

Upload to blackboard a PDF with appropriate bookmarks that includes the following: a 1 page written evaluation in response to Part 1, the journal you kept for Part 2, Using the questions in part 3 as a jumping off point write a 1-2 page written reflection.

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# The Law of Priorities

## Leadership Workshop Assignment

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### PART 1

Look at the last month. Go over you calendar and to do lists. Consider the work you did, projects you took on, tasks you accomplished, activities you participated in. Once you have a master list of all those things consider the following questions. What was required of me? What gave me the greatest return? What gave me the greatest reward? What tasks did not bring a high return that I could have delegated? Or could have been taken off the list completely? What things would have been my top 20 percent of priorities? What would have been a more productive way to dedicate my time, energy and resources to those top priorities?

### PART 2

Look at the week ahead. List EVERYTHING you need to accomplish. Now answer those questions again. What is required of me? What will give me the greatest return? What will give me the greatest reward? What tasks will not bring a high return that I should delegate? Or could be taken off the list completely? What things should be my top 20 percent of priorities? What is the most productive way to dedicate my time, energy and resources to those top priorities? Use this list to create a daily schedule/to do list of what you will do as well as how much time you will spend on each task.

### PART 3

Write a 2 -3 page paper discussing both lists that you created and the questions asked. What would have been done differently last month? How did the prioritization help you schedule your day? your week? Were there things you could delegate? If so what? Were there things that you could take off your list?

### **Deliverables:**

Upload to blackboard, one PDF the paper from part 3.

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# Law of Process

## Leadership Workshop Assignment

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### Instructions:

#### PART 1

While it is true that some people are born with greater natural gifts than others, the ability to lead is really a collection of skills that one must commit to developing over time. Good leaders require aging, like really good... Cheese! Find someone outside of CMU who you feel is a gifted leader and ask them the following questions:

1. What made you decide to enter the field you are in?
2. Who were some of your mentors?
3. What is the most important lesson you learned from a mentor?
4. What are the top 3 books that had an impact on your growth as a leader?
5. What habits or practices do you engage in on a regular basis in order to improve your leadership abilities?
6. What is the hardest part of being a leader?

#### PART 2

Create a Plan for Growth:

What are the most valuable things you learned from this person. Which of the books or practices mentioned can you apply to your own growth?

What areas of leadership do you have the most room to grow in? What is something you can do on a daily basis to improve your leadership skills? On a weekly Basis? On a monthly basis? What activities, habits and materials can you incorporate into that plan? What is your plan for growth? Write out in detail what you want to improve and the steps you will take to do so.

### Deliverables:

Upload to Blackboard a PDF with the appropriate bookmarks of the following documents: A transcript of the interview in Part 1, using the questions in Part 2 as a jumping off plan write a 2-3 page reflection where you detail a plan for growth and reflect on what you learned from the interview.