Leadership

Boot Camp

Workbook

2013

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Leadership Characteristics**

Write down at least 5 characteristics you believe a leader should have.

1

2

3

4

5

**Strengths**

Write Down Your 5 Strengths from the Quiz under the corresponding category (reference table below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Executing** | **Influencing** | **Relationship Building** | **Strategic Thinking** |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Executing** | **Influencing** | **Relationship Building** | **Strategic Thinking** |
| **Determination****Faith****Focus****Problem Solving****Risk Taking** | **Communication****Purpose****Resourcefulness****Salesmanship****Self-Motivation** | **Adaptability****Balance****Integrity****Optimism****Teamwork** | **Ambition****Curiosity****Innovation****Strategic Thinking****Visionary** |

**Confidence Activity**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Statement** | **Not At All** | **Rarely** | **Sometimes** | **Often** | **Very Often** |
| 1 | I tend to do what I think is expected of me, rather than what I believe to be "right."  | 5 | 4 | 3 | 2 | 1 |
| 2 | I handle new situations with relative comfort and ease.  | 1 | 2 | 3 | 4 | 5 |
| 3 | I feel positive and energized about life.  | 1 | 2 | 3 | 4 | 5 |
| 4 | If something looks difficult, I avoid doing it. | 5 | 4 | 3 | 2 | 1 |
| 5 | I keep trying, even after others have given up.  | 1 | 2 | 3 | 4 | 5 |
| 6 | If I work hard to solve a problem, I'll find the answer.  | 1 | 2 | 3 | 4 | 5 |
| 7 | I achieve the goals I set for myself. | 1 | 2 | 3 | 4 | 5 |
| 8 | When I face difficulty, I feel hopeless and negative.  | 5 | 4 | 3 | 2 | 1 |
| 9 | I relate to people who work very hard, and still don't accomplish their goals. | 5 | 4 | 3 | 2 | 1 |
| 10 | People give me positive feedback on my work and achievements.  | 1 | 2 | 3 | 4 | 5 |
| 11 | I need to experience success early in a process, or I won't continue. | 5 | 4 | 3 | 2 | 1 |
| 12 | When I overcome an obstacle, I think about the lessons I've learned. | 1 | 2 | 3 | 4 | 5 |
| 13 | I believe that if I work hard, I'll achieve my goals.  | 1 | 2 | 3 | 4 | 5 |
| 14 | I have contact with people of similar skills and experience who I consider successful. | 1 | 2 | 3 | 4 | 5 |

**Add up your total score**: \_\_\_\_\_\_\_\_

See next page for Score Interpretation.

## Score Interpretation

|  |  |
| --- | --- |
| **Score** | **Comment** |
| 14-32 | You probably wish you had more self-confidence! Take a closer look at all the things you've achieved in your life. You may tend to focus more on what you don't have, and this takes time and attention away from recognizing and using your skills and talents.  |
| 33-51 | You're doing an OK job of recognizing your skills, and believing in your abilities. But perhaps you’re a little too hard on yourself, and this may stop you from getting the full benefit of your mastery experiences. Review our tips to find out how to improve your self-confidence.  |
| 52-70 | Excellent! You're doing a fabulous job of learning from every experience, and not allowing obstacles to affect the way you see yourself. But you need to nurture your self-confidence, so use the tips below to ensure that your life remains full of validation and success. |

- See more at: <http://www.mindtools.com/pages/article/newTCS_84.htm>

**To work on Mastery Experiences** (if you scored yourself low onQuestions 1, 2, 4, 5, 6, 7, 11, 12 and 13)**:**

* Work on motivation, toughness, and determination.
* Ask for assignments that will be challenging, but that you can succeed in.
* Improve your problem solving and decision making skills. This will help create a general feeling of confidence in the choices you make.
* Commit to personal and professional development to stay current and informed.

**To work on Vicarious Experiences** (if you scored yourself low on Question 9, 10, and 14)**:**

* Network, and surround yourself with accomplished, successful people.
* Seek a mentor who has a background similar to yours.
* Learn from those around you. Note what they do that's successful.
* Choose to work for companies and industries with growth potential.

**To work on Emotional Status** (if you scored yourself low on Questions 3 and 8)**:**

* Learn to be optimistic.
* Learn key stress management techniques to understand stress, and protect yourself against it.

**Compromise Activity**

**Notes:**

**Ethos, Logos, Pathos**

**Ethos** – Establish your credibility. Why should we care what you say?

**Logos** – Make your case. 3 points with facts.

**Pathos** – Appeal to the heart

**On your feet!**

Take 5 minutes to jot down some notes on the topic you want to discuss. Practice!

Notes:

**Motivation**

Write down 3 things that motivate you.

1

2

3

Write down two things that motivate the others around you.

1

2

**Things to remember from Leadership Boot Camp**

* Be an initiator
* Understand the makeup of your team
* Know your strengths and hone them
* Drive towards excellence in everything you do
* Improve and maintain your relationships
* Have empathy for others
* Sharpen the Saw
	+ Balanced Self Renewal (physical, social, mental, spiritual)
* Practice your presentation skills
* Inspire and motivate others

**Reference Books**

* Strengths-Based Leadership by Tom Rath
* Strengths Finder 2.0 by Tom Rath
* 21 Irrefutable Laws of Leadership by John C. Maxwell
* Leadership by Rudy Giuliani
* 7 Habits of Highly Effective People by Stephen R. Covey
* The Last Lecture by Randy Pausch

**Reference Websites**

* <http://haleonline.com/psychtest/>
* <http://www.doi.gov/octc/scales.html>
* Jung: <http://www.humanmetrics.com/cgi-win/JTypes1.htm>
* Keirsey: <http://www.keirsey.com/>
* Jobs: <http://www.doi.gov/octc/typescar.html>

**Boot Camp Feedback Survey**

* Please take some time to fill out our BRIEF survey:

<http://www.surveymonkey.com/s/VZWR6N7>