**Leadership: A Transferrable Skill - Part D**

***Self-Reflected Summary of Current Leadership Strengths and Development Needs*** *(16% of project grade)*

*Employers are very interested in an applicant’s ‘people skills’ such as communication, interpersonal abilities, multi-culture sensibility, teamwork, and leadership. These are considered transferrable skills (applicable to any job, in any company, in any industry). Because your education/degree is generally proof of your technical skills, interviewers will generally ask a few, very direct questions (easily answered) about what you can actually do; and many, indirect and obtuse questions (harder to answer) about your people skills and personal attributes (integrity, dependability, etc.). Often these questions are direct, and ask you to state and explain your ‘strengths and weaknesses’ – so – the smart (and well-prepared) interviewee has already thought about how to answer this question.*

**Overview of Individual Project Part D – Self-Reflected Summary**

The purpose of Part D is to assist you in not only answering the tough interview questions (what are your strengths and weaknesses) but in also phrasing your answers to highlight your leadership skills and abilities (a transferrable skill that every business organization needs).

To this end, Part D consists of completing a final insight/self-assessment (located at the end of this document); taking a second look at your Part B and the previous fifteen (15) insight assessments; and then submitting a 2-4 page reflective summary of your leadership orientation, your 3 or 4 current leadership strengths, and your 2 or 3 leadership skills, abilities, and/or traits that you believe you need to further develop to become an effective leader.

**Explanation of Requirements and Evaluation Criteria for Part D**

1. IMPORTANT – go back and re-read the twelve (12) reflective summaries you have submitted for the (15) insight assessments you should have completed for Part A (each insight was related to a different leadership competency and/or aspect of leadership) and the assessments and summary of your Part B (the summary was used to identify your current leadership strengths and development needs).

2. Then complete Insight 12.3 (located at the end of this document) assessment tool and reflect upon what it tells you about your leadership orientation and potential strengths-weaknesses as an effective leader.

3. Based upon all of your reflections, write a 2 - 4 page, double-line spaced summary in 12 pt. Times New Roman font, with the bolded title of **Reflective Overview of My** *(meaning your)* **Leadership Skills and Abilities,** followed by you name on the next line. Your summary should provide the reader (meaning the instructor) an overall picture/explanation of your current leadership strengths (3 or 4) and the areas/competencies you feel require further development (2 or 3).

Mostly true even 6

Mostly true odd 5

Leader’s Self-Insight 1.2

 The high score for being a leader reflect on my personality, how my family relay on me and based on my work experience. In my work career safety, has been always the priority after that organize the work, meet the deadlines and the customer needs. When it comes to a serious disagreement I like to think about it on my own first then I would involve the other group members till we solve it and everyone satisfy. From my work experience I have learned that sitting in front of my computer wouldn’t help the group, get the job done and would make a distance between the leader and the other co-worker. I prefer to be involved with my group during the activities, that will lead when there is a problem and all the group members are involved we will benefited from everyone experience.

 One of the most important tasks of a major department to clarify goals and help the group to reach it on time, because any delay will cost the company first then the department. Also, I would give credit to people who do their jobs well and on time, that will create more creative people and they might come up with more effective ways to finish the job in the right manners.

Part A 5

C-14 H-14 A-16 R-18 I-12 S-13 M-16 A-6

Leader’s Self-Insight 12.2

 My score of 5 in the first part of the self-insight shows that I need to improve my skills to be a good leader. Usually I like to think more specific and in details, also in most competitive issue I’m not a future thinking. In my social life, I would ask questions about everything to learn more and might come up with different ways which is a good skill in a leader charisma. To be a leader sometimes I should use motion more than logic. I believe that there are people born with a charismatic of leader, on the other hand any person can improve these skills and build the charisma of a leader.

 The eight elements of charisma self-assessment result shows that I have an acceptable competence in most of the areas and some others are strong. Sometimes I go back and think deeply in an old negative experience and try not to do the same mistakes, also to identify my own strength and weaknesses. I like to involve the others in the topics with interesting questions and I do appreciate their life experience.

T-4 P-3

Leader’s Self-Insight 3.1

 Per the result of this insight I tend to be more task oriented than people oriented. When I’m under pressure situation I focus on the task specially when there is another competing group or it is a critical issue. I learned that I get nervous and anxious at a stressful situation and I should learn how to control this attitude. On the other hand, I try as much as I can to keep the task moving at slow-pace to ensure the high quality. I like to hear from the other members of the group about my ideas and what should I improve. But at a slow-pace I would be more flexible, for example I would let the members do the work the way they think best. Also, I would turn the members loose, by that way they would feel more comfortable and show the best they have. Sometimes I would give permit to let them do the job on their own pace but it should be done before the due date, also depends on the situation.

 After comparing the results between this insight and the previous insight, I notice that I’m more task oriented style. Because the previous quiz shows I persuade the members with a logical way not emotionally. And this insight shows that I tend to care more about the task than the people under pressure.

Emotional Inelegance Total 13 T

Self -Awareness 4 T, Self-Management 2 T

Social Awareness 4 T, Relationship management 3 T

Self-Management Quiz 82/100

Leader’s Self-Insight 5.2

 I scored 13 mostly true in total of the insight and self-awareness 4 mostly true, self-management 2 mostly true, social-awareness 4 mostly true and 3 mostly true in relationship management. Per results the total of 13 mostly true answers tells me that I have a good platform of emotional intelligence but I need to improve more to be an effective leader. I realize that I’m aware about my strength and my emotions and how to control it, also in social awareness I can recognize the others emotions. On the other hand, I have weakness in self-management which I need to improve the most to reach my goal. And need to work in my relationship management.

 The emotional intelligence quiz gave me a strong evidence comparing it between this quiz and the previous insight about my strong point and my weaknesses in emotional intelligence competency. The results say that I have mastered the self-awareness, I know when my emotions will affect my performance or the others around me. In self-management, I have done well fairly, sometime I like to spend time with myself to rethink about my reactions and I’m working in this to improve it. Also, in self-motivation, I like to be with positive people but I can motivate myself and go for what I want. In empathy, the part I’m good at, for example I know when to talk with my parent and when they are at a good mood or not. Also, I read people emotion I realize when they are at a good mood, sad or mad. My social life tells me about my social skills, I have great and close relationship with many people, and I have friends from different part of the world who I met in the English school and still in contact with them.

Questions 1,2,6,8,9,11,12 Mostly True 6

Questions 3,4,5,7,10 Mostly False 2

Total 8

Leader’s Self-Insight 10.2

 My score of 8 in total show my weaknesses and strength to be an effective leader. I always put myself at the others situation, I like to be informed and updated about the job I’m doing so I knew how important to inform all members about all the new update to keep the job moving smoothly without no conflict. I like to communicate face to face with people specially when there is an important issue, I feel the information wouldn’t deliver in the right manner which is not a good point, which means I don’t prefer communicating online by email for example.

 Learning about different culture has been always my passion, I would enjoy working with diversity of culture, also with different accent, sometimes it’s difficult to communicate because of the different background, but ones the group get together it will be more interesting.

Independent Thinking 6 Mostly True

Active Engagement 8 Mostly True

Leader’s Self-Insight 7.2

 Per the insight results I have high independent thinking score with 6 mostly true and, 8 mostly true in active engagement which means I’m highly effective in followership. I tend to figure out the most critical activities for achieving the organization goals, the department, and the group. I try to solve problem and share my ideas with the leader and the members, sometimes I play the devil to show the leader or the management the side effect of a plan. That refer to my personality, I would get involved and show the leader the different point of view of any plan or decision. Usually I understand the leader needs and goals and, if I didn’t I would ask question to clarify the goal.

 Although, the results show my weakness for example, I don’t honestly own up my strength and weakness. On the other hand, I would stand for my view for an important issue for the benefit of all the members even if it was against the leader or other members. I would think independently but, I feel I’m more an active engagement style.

Dominating; 1,2,3: 3 points

Avoiding; 4,5,6: 0 point

Compromising; 7,8,9: 2 points

Accommodating; 10,11,12: 2 points

Collaborating; 13,14,15: 2 points

Leader’s Self-Insight 10.3

 The highest score with 3 point shows my style as a dominating. But it is tight between compromising, accommodating and collaborating with 2 point. I do agree that is my style on handling a conversation which is considered assertive but, I’m cooperative depends on the situation or the argument. I try hard to win my position in a disagreement and mostly I raise my voice to convince the others that my way is the right way. On the other hand, I do my best not to hurts people feeling. To be an effective leader sometimes you need to be an assertive. But when the argument with a family member I will be more compromising and try to come up with a solution to satisfy all members. The avoiding style would the most difficult for me to use to handle a disagreement argue. But when all members agreed on something, here the avoiding style would be more effective.

Questions 1,2 Physiological & health needs = 2

Questions 3,4 Economics & safety needs = 2

Questions 5,6 Belonging & social needs = 2

Questions 7,8 Esteem needs = 2

Questions 9-12 Self-actualization = 3

Leader’s Self-Insight 8.1

 My score in these five needs shows that I have met my needs at my previous work situation. I felt safe because safety was always the priority at oil field service company. And because of the risks they paid me well and I was satisfied. This insight tells me that I have a high level of needs, which will affect my standard opportunities when looking for job after graduation. At the same I can adapt to a new job but with limitation. I would look for job that will meet all my needs at least the most important needs such as esteem needs.

 Based on Herzberg theory I would say from question 7 to 12 would be about motivators, because for example, when an employee feel he/she appreciated and respected at any job they will be motivated. On the other hand, from question 1 to 6 are about Hygiene factors. When I compared my scores between the two factors and Maslow’s theory that I was highly satisfied.

Insight 9,3 total 8

Insight 9.2 5 missed

Leader’s self-insight 9.3 & 9.2

 The result of the communication apprehension insight shows that I have a low level of communication apprehension. I speak fluently with my friends and I look forward to get involved in any conversation with them even if there is someone I don’t know well. I don’t avoid speaking in public if I’m well prepared but if I’m not I might get anxious and I would be afraid to make mistake. Also, I tend to use my body and voice when I’m expressing my point, I feel that way will deliver my message clearly. I should give effort on how to speak fluently and without anxiety if I was forced or asked to speak in public without preparing.

 The second insight of listing self-inventory result show that I have uncovered some doubts about my listing effectiveness and knowledge means I have some gap need to improved to be an effective leader. I have missed 5 questions. I know that sometimes pretend to pay attention to someone talking but I would do this only when it’s not interesting for me, even though it’s not a good attitude. I should always pay attention to any person speaking to be an effective leader. Also, I should not formulate a respond while someone is talking, I should wait till that person finish and then I start to speak.

AB-UA 1

PB-QB 2

AB-QA 2.75

A-OS 1

NH-NF 3.33

EM = 7

Leader’s Self-Insight (14.4 & 6.1)

 Per the result of the first insight of personal ethical beliefs the highest score in no harm/ no foul is the acceptable behavior for me. Any unethical way to get high grade in school is unacceptable from my perspective. For example, communicating with other student during a test or take some answers from other two students speaking, even helping others. On the other hand, I don’t mind when student visit the professor office frequently seeking for help, I don’t see that an unethical way because, the professors are there to help you if you needed help or you don’t understand something. Also, I would compare my work with my class-mate before I hand out the assignment, without copying the answer because I can learn from my class-mate about my mistake and know that I must work hard next time. Comparing my scores to the average students they are slightly close and I don’t agree these behaviors are acceptable. Some people might consider these behaviors are acceptable because, they might think it ok to be sneaky to get higher grade.

 I have 7 mostly true in total in the second insight (ethical maturity), which considered in the middle ground level. Sometimes I can’t clearly state the principle and values that guide my actions, which need to be improved to be an effective leader. Also, I don’t forgive myself quickly when I do serious mistake and move on, I rather set back and think about it deeply. In contrast, I don’t blame others for my mistake if something went wrong and I will take the responsibility for my own mistakes.

Insight 12.3



MY ANSWERS FOR INSIGHT 12.3

Question 1 A- 3

 B-4

 C-2

 D-1

Question 2 A-3

 B-4

 C-2

 D-1

Question 3 A-1

 B-3

 C-2

 D-4

Question 4 A-3

 B-4

 C-2

 D-1

Question 5 A-3

 B-4

 C-1

 D-2

Question 6 A-3

 B-4

 C-2

 D-1

Structural = 1a + 2a + 3a + 4a + 5a + 6a = 16

Human resource = 1b + 2b + 3b + 4b + 5b + 6b = 23

Political = 1c + 2c + 3c + 4c + 5c + 6c = 11

Symbolic = 1d + 2d + 3d + 4d + 5d + 6d = 10