

THEME

Leading Self

SUB THEMES

*Knowing Self
Developing Self*

Overview

In this learning activity Participants use a skills questionnaire to identify leadership skills. Each skill analysed is either a task skill or a people skill.



The Leadership Skills Puzzle

Knowledge and skills

Self-awareness, leadership style, leadership behaviour, skills, qualities and abilities, decision-making.

Resources

- Leader Journal template



STEP 1

Using the Leader Journal template, Participants rate themselves from 1 (I need to learn this) to 5 (I do this really well) for each of the 12 statements.

STEP 2

Participants transfer their score for each statement into the corresponding lettered puzzle piece.

STEP 3

The total score for each side of the puzzle is calculated.

STEP 4

The Participants answer the questions using the Leader Journal template, identifying their personal strengths and areas to develop.

STEP 5

Facilitator discussion and feedback on each question.

Extension

Facilitators may follow this learning activity with the Pick Me learning activity where Participants put a plan in place.



LEADER JOURNAL

3» NAVIGATE

NAME _____

The Leadership Skills Puzzle



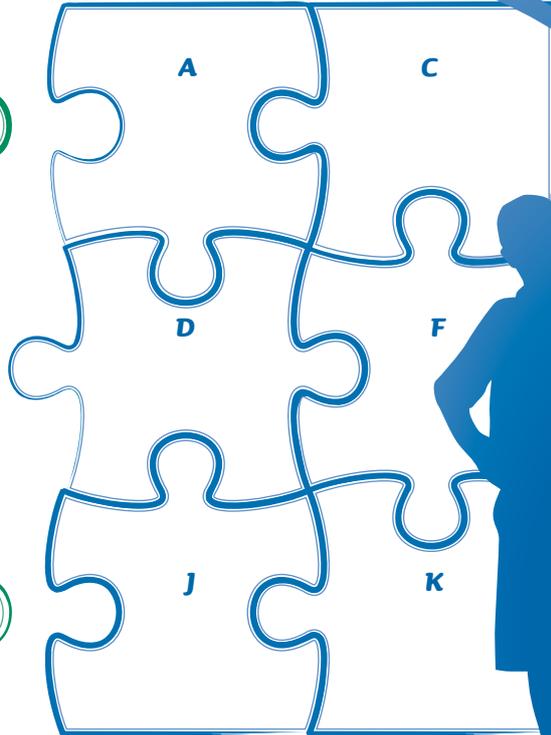
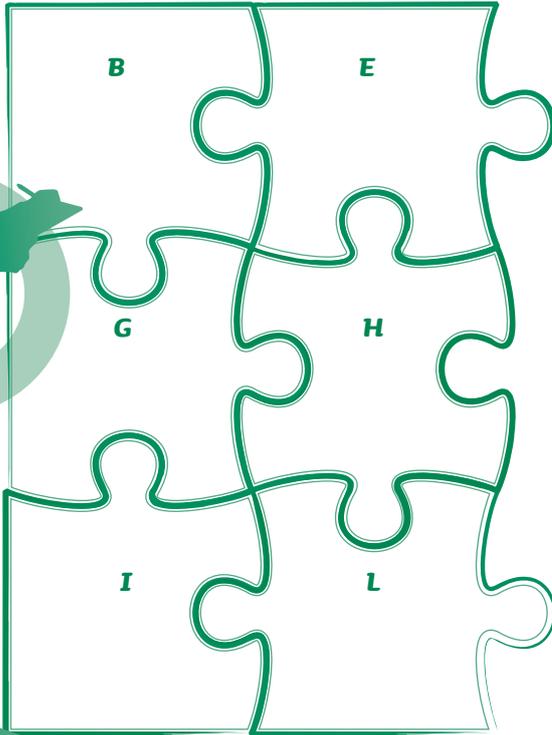
Think back to times when you have held leadership roles and rate the questions below using the following scale

1 2 3 4 5
I need to learn this *I do this well* *I do this really well*

| | | |
|----|--|--|
| A) | <i>I listened to my group/team and took their ideas on board.</i> | |
| B) | <i>I initiated ideas and actions and communicated these effectively.</i> | |
| C) | <i>I encouraged others and celebrated successes with them.</i> | |
| D) | <i>I respected the views and feelings of others.</i> | |
| E) | <i>I took the ideas of the group and joined them together to find the best way.</i> | |
| F) | <i>I ensured I gave praise and made sure my feedback was constructive.</i> | |
| G) | <i>I communicated ideas effectively.</i> | |
| H) | <i>I summarised for the group, giving them the relevant details to get the job done.</i> | |
| I) | <i>I ensured the group/team had a plan.</i> | |
| J) | <i>When I had expectations of my team/group, I led by example.</i> | |
| K) | <i>I tried to make sure all group members had a role and made a contribution.</i> | |
| L) | <i>I made sure my team/group had a plan for each goal we set.</i> | |



PLACE YOUR SCORES FOR EACH QUESTION NEXT TO THE CORRESPONDING LETTER IN THE PUZZLE.



Now add your total score for each side of the puzzle.



Task Skills

Task Skills are about focusing on the task to get the task done



People Skills

People Skills are about working with others to get the task done

1. Which side of the puzzle scored the highest for you (task or people focus)?

2. Why do you think you scored better on that side? (What does it tell you about your leadership?)

3. Good leaders balance each side of the puzzle. They have both task and people skills. Do you think this statement is true or false, and why?

4. How could you balance your puzzle?

5. What is one thing you could do today to help balance your puzzle?

