

### **Personal Mission Statement**

When I reflect on my definition of leadership, I realize that leadership is a complex concept that is unique to each individual. Therefore, when I define leadership, my personal definition consists of multiple pieces. Leadership is having the ability to communicate and collaborate effectively with others, while inspiring them to achieve their goals. A leader has the ability to not only motivate others, but to identify and capitalize on the strengths of different individuals. Leadership means using values to guide decision making in a positive manner. It also means being willing to work with others in order to accomplish a common goal or evoke positive change. The main qualities that a leader should have according to my definition include inspirational, personable, understanding, committed, and persevering.

As a leader, I have developed a set of core values that guides me when I set and work towards my goals. These values include commitment, friendship, adaptability, and honesty. My value of commitment inspires me to always strive to reach my best potential and to persevere in order to achieve my goals. Friendship is essential because as I work in groups, I aim to develop a positive and friendly environment, whether in one of my organizations or in one of my classes. With adaptability, I am always prepared for change and try to adjust quickly in order to continue working towards my goals. Lastly, honesty is one of my most important core values. While working in groups or independently, I believe that, as a leader, I must act ethically and honestly. I value effort and integrity, and encourage others to do so as well. I follow these four core values when I make decisions and goals to ensure that I am always abiding by them.

My personal life goals are to be successful at a large, international company while organizing and participating in various charity events. With these goals, I aspire to be a leader among coworkers by creating a positive, productive working environment and to be a leader outside of my work team who cares for others and stimulates change. By learning a variety of leadership skills, I will be able to express my leadership style in a way that can help me achieve my goals, while encouraging others to achieve theirs.

Being in the Leadership Certificate Program will help me to develop my leadership skills both independently and in a group setting. I hope to gain more confidence and understanding in my leadership style and learn how to maximize my potential as a leader among different types of groups. By developing my skills, more specifically the eleven skills and

attributes, and by achieving my two main learning goals, I will become a more effective leader and understand how I can achieve my life goals using these concepts.

### **Improving Leadership Competencies through Goals**

Being a leader within both small and large groups is important for me when trying to understand how I can develop my leadership skills. When taking the Emotional Competence Inventory, I was rated the lowest scores in the areas of Emotional Self-Control and Initiative. I admit that I often become stressed about various assignments and projects, and, by taking more initiative, I believe that I can reduce this and benefit my emotional self-control. Both of these concepts are essential for successful groups and leadership. My first goal is to improve my ability to motivate others within groups by presenting myself in a positive and determined light. I believe that working on this will help me as a leader because it applies to many of my school and work settings. In order to measure my goal, will analyze my results on group projects and organization activities throughout the year. My peer evaluations and group project grades will reflect the level of initiative that I took as well as the positivity in the group environment that was created. As a member of a women's business organization, I am currently a committee chair and am in charge of assigning tasks and making deadlines. I can analyze how I am inspiring others and motivating them by seeing if more people are volunteering to write newsletter articles and by seeing if the committee is excited about the tasks. Lastly, I can have the supervisor of the women's business organization give me feedback about my performance as a leader among the group.

My second goal revolves around the ideas of Communication and being a Change Catalyst. These were two other areas of improvement that were identified when I completed the Emotional Competence Inventory. It is crucial for leaders to be able to express their thoughts clearly and identify areas of change. As a business major, I feel that the business world is constantly changing and so it is essential that I develop the competency of Change Catalyst to excel as well as Communication to be able to effectively share my ideas and thoughts with others. I can improve within these areas by attending different seminars and presentations on leadership and the changing world. Many of these events are held by the College of Business and can help me grasp how to communicate like the speakers and how as a college student, I can initiate change. In order to measure my success with my goal of improving Communication and as a Change Catalyst, I can analyze the results of my actions within my organizations and the new ideas that I share. For example, I am a part of the Environmental Committee of my sorority and I can improve as a Change Catalyst by becoming more aware of current

environmental issues at our house and implement change. Also, I can receive feedback from those with whom I share my ideas on how well I communicate them clearly.

**Six Leadership Competencies**

Competency	Leadership Objective	Evidence
<b>Personal/Self Level</b>		
Reflection	In order to improve my ability to reflect, I believe I need to spend more intentional time connecting my practical leadership experiences (outside of the classroom) to my experiences inside of the classroom. By doing so, I will be able to apply concepts and theories to my everyday actions.	<ul style="list-style-type: none"> <li>- To better make connections between my leadership courses and my practical experiences, I plan to weekly find a connection between my coursework and my out of classroom experiences. Each week during class while I am taking notes, I will state how the material above connects to a real example I have encountered.</li> <li>- I plan to meet bi-weekly with my coach to discuss my experiences within the Certificate with them. During this time, I will share my certificate reflection papers with my coach and ask them to provide me feedback and challenge me to reflect on those experiences.</li> </ul>
Self -Management	For Self-Management, I believe that I need to be able to more successfully identify new goals and be able to articulate how I achieved my goals in the past. I am often involving myself in more activities and taking on more challenges than I can manage effectively. Therefore, I will focus on the most important tasks at hand by being more organized and by reflecting upon my most important goals.	<ul style="list-style-type: none"> <li>- In order to learn how to self-manage, I hope to first identify and learn how to create appropriate goals for myself. Through reviewing the guidelines for goal making and attending various i-Programs and leadership institutes, I will be able to practice and utilize this skill. I plan to set three goals for myself at the beginning of the semester.</li> <li>- Through working with my coach, I plan to meet bi-weekly with them to discuss where I am at with my goals for the semester. Additionally, I will ask them to help me with a mid-semester evaluation and final evaluation at the end of the semester.</li> </ul>
<b>Interpersonal/Team Level</b>		
Relationship Management	Relationship management has been an area that I often feel needs improvement. My objective for the concept of relationship management is to build stronger relationships within my groups and organizations. I believe I can do this by placing more trust in other group members and being more open to the ideas and needs of others.	- I think that I can improve my relationship-management skills through the way I delegate jobs and responsibilities. I tend to take on large amounts of work because I find more confidence and comfort in my completion of tasks than relying on others for specific information. By trusting others more and enabling them to take on greater roles in our groups, I believe that I can improve in this skill. By the end of the fall semester, I hope to delegate tasks to two of my executive board members.

Communication	<p>In terms of my communication skills, I want to be more attentive to instructions and listen better to the ideas of others. This is important for me because it will help me understand my role and the roles of others, while allowing me to be more efficient with the time and energy that I place in my group settings. Communication is crucial to being a successful leader because it enables one to speak to many different audiences clearly in an effective and inspiring way. I strive to learn how to do this through my involvements, classes, and this leadership program.</p>	<p>- To improve upon my communication skills, I will attend group meetings or presentations with questions prepared in order to learn more from others. Asking these questions will enable me to listen more attentively and be able to grasp the information that I am being told. Understanding what I need to have clarified and carefully listening to others will help me also improve my work abilities.</p> <p>- My communication skills can also improve by giving instructions more clearly. In order to give instructions more clearly, I hope to write out the instructions I would like to give verbally on a sheet of paper and reviewing the instructions prior to giving them out. I am currently a tutor for a volunteer project. I work with kindergarten students, often with reading and writing. This position gives me an interesting view on how I communicate and I believe that it will teach me a lot. By using a variety of teaching and communication styles with these students and learning how each individual understands the best, I can relate this knowledge to my own groups by determining how my group members vary.</p>
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**Organization Level**

Change Management	<p>My personal definition of leadership includes initiating positive change and inspiring others. While everything that I do and am involved in has potential for improvement, I still struggle to take the stand and share my ideas and opinions in order to implement change. However, I strongly value the ability to do so and strive to learn how to be a more proactive leader and help to better my groups.</p>	<p>- As a member of a professional business organization, I believe that the organization has a lot more potential than it is currently displaying. I am on the public relations committee, but have many ideas to improve the club. Through taking a more hands-on role and running for a more involved position, I will have the confidence to contribute to it my ideas for bettering the organization. With this proactive role and vision of how my club can become the best it can be, I will improve my leading change skills and continue to grow as a leader that initiatives positive change in all that I do. This step will help me understand more about how to implement change and encourage me to do so in more aspects of my life.</p> <p>-Additionally, I hope to check out at least one leadership book from the Illinois Leadership Center's library about Change Management and read it to better understand the competency and best practices for implementing change. I believe that by researching the topic, I will become better informed and more comfortable managing change within my organizations. I hope to accomplish this goal by the end of my leadership certificate experience.</p>
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**Community/Society Level**

<p>Service-Minded</p>	<p>Being service-minded is essential to being a contributing member to our society. I believe that it is important to model service and challenge others to serve inside and outside of their community. For me being service-minded, is not just about completing a certain number of “service-hours” or serving for personal gains. Instead, it is about truly giving back to my community and making our society better.</p>	<p>- In order to enhance my ability to be service-minded, I will enroll in the service learning course, ENG 315: Learning in Community. During this course, I will be placed into a team and work on real projects with community partners. Through this course, I believe I will have a better understanding of how to be more service-minded and what it means to contribute to society. Additionally, I hope to gain knowledge in skills through this course in understanding social and environmental issues, analyzing community and organizational needs and assets, and generating solutions. I hope to discuss my experiences with my coach bi-weekly at our meetings.</p>
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