

FACILITATOR'S NOTES

3»NAVIGATE

THEME

Contributing and Influencing



Planning to Lead Leading in Action

Overview

In this activity Participants reflect on a leadership activity or experience. The reflection includes what happened, why it happened and how they could use what they learned for more effective leadership in the future. Leading in Action experiences should be completed before this Leader Journal template (the reflection) is completed.

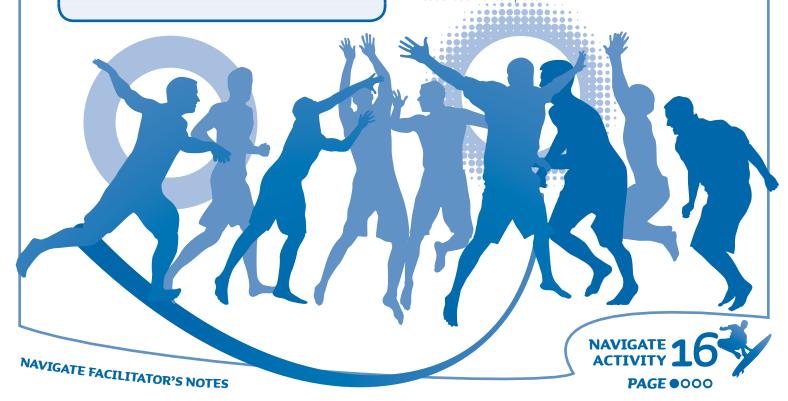
Leadership Experience Reflection 1

Knowledge and skills

Knowledge of context, leadership styles and roles appropriate for context, planning and organising for the role, leadership methods, reflecting and evaluating.

Resources

Leader Journal template



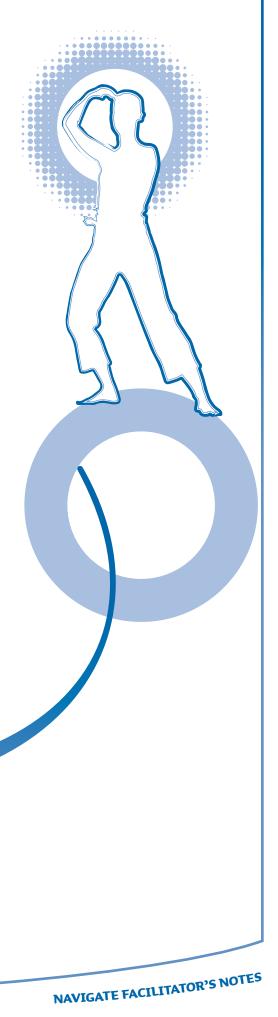
Facilitating the reflective questions

There are seven questions for participants to answer on the leadership experience and future leadership. These questions are included in the Leader Journal template.

- In question 1 Participants describe
 the leadership role they took. The
 Facilitator may lead discussion on
 all the leadership roles the various
 Participants experienced. Then
 Participants fill in their answers.
 Participants role-play a specific
 leadership moment they experienced
 in their recent leadership.
- In question 2 Participants describe their experience using single words to express their positive or negative feelings about it. Participants describe why they chose a particular word.
- In question 3 Participants identify what they did well and share their answers with their peers.

- In question 4 Participants identify tasks they did not do particularly well or could have done better, or could be done better next time. The answers may be beneficial for group discussion.
- In question 5 Participants list the leadership skills, qualities, abilities and behaviours they used or developed through this leadership experience.
 Facilitators might compare Participant responses with information in the Leader ThinkTank.
- In question 6 Participants describe
 what they learnt about leadership.
 Their answers could be compared
 with Leading the Leaders Workshops
 and the presentations on the *Growing Leaders* CD-Rom e.g. What is
 Leadership? PowerPoint.

 In question 7 Participants link what they have just learnt to their future leadership roles.



Whakapakari Kaiārahi
GROWING
LFADERS

LEADER



NAME

Leadership Experience Reflection 1



1. Describe the leadership role you took (describe the job you did and how it fitted in with the whole activity or event and the roles others played).



2. Using single words, describe your experience in terms of positive or negative feelings about it. (Circle words that apply to your experience or write ones that you feel best describe it.)

Fun **Amazing** Satisfying **Predictable** Learning **Poor** Fab Crazy Hard **Easy Enlightening** Horrible **Enjoyable** Challenging Cool **Fantastic Exciting** Helpful Great New **Difficult**

3. What did you do well or extremely well?

Tasks I did well

What was particularly good about the way I did the tasks

| ask | What aspect of the task did I not do so well? | Changes for next time – things I would do differently |
|---|--|--|
| | That do so well: | things I would do differently |
| | | |
| | | |
| leadership skills, qualiti | dership skills, qualities, abilities a es, abilities and behaviours you w experience in the table below. | |
| eadership qualities e.g. integrity, empathy) | Leadership abilities and skills (things you are able to do e.g. listening, communicating) | Leader behaviour (the behaviour others see e.g. anger, aggression, humour, support, encouragement, |
| | | motivation) |
| | | |
| | | |
| | | |
| | | |
| | | |
| . What did you learn abou | you have | dership roles do you think the skills and qualities to do te next six months? ture? |
| | In the next | six months |
| | | |
| | | |
| | In the next to | two years or more |
| | | |
| | | |