C200 Managing Organizations and Leading People Task 1

**Joette Damo**

Western Governors University

**Table of Contents**

Section A Leadership Analysis Introduction

I Learner…………………………………………………………………………………...3

II Achiever…………………………………………………………………………………3

III Positivity………………………………………………………………………………..4

IV Input…………………………………………………………………………………….4

V Arranger…………………………………………………………………………………4

Section B Leadership Evaluation Introduction

Section B 1 Three personal leadership strengths…………………………………………...5

Section B 2 Three personal leadership weaknesses………………………………………...6

Section B 3 Three personal leadership recommendations………………………………….7

Section C Smart Goals Introduction

Section C Two SMART Goals…………………………………………………………….8

Section C 1 Two specific actions to accomplish for each SMART specific goal…………9

Conclusion

[References](#_prz5vd48hfnq) ………………………………………………………………………………………... 7

**Section A Leadership Analysis**

**Introduction**

The leadership analysis will include the results from the CliltonStrengths Signature Themes Report (Gallup, Inc., n.d.). The report includes my personal five top categorical strengths in traits. The categorical strengths traits in relative order are learner, achiever, positivity, input, and arranger. Therefore, I will analyze the results of the Signature Themes Report to my personal categorical strengths traits with explanations how these strengths influence myself along with interactions with other people.

**I Learner**

The first categorical strength of learner is that I have the constant need to learn about everything and anything in general. To be more specific my learning experience would include an example of what is entailed in the supply chain in processing the product to market. To learn what is involved in a supply chain I did a study abroad trip to Vietnam. During the trip to Vietnam, I would trace the supply chain of the product for example, apples grown by the farmer traced for shipment to its destination of the produce apples in the marketplace in Vietnam. The strength of wanting to learn how the supply chain works gave me the necessary facts through the experience of studying abroad. I shared this learning experience of studying abroad supply chain of sharing the experience through descriptive facts along with pictures to my team members on my learning experience.

**II Achiever**

The second categorical strength trait that I have is being an achiever. I have the drive to achieve the goal of starting a project that is given to me as an assignment by my supervisor. For example, my assignment was to analyze the data in a database of assets to find out what is causing errors in a report. I would analyze and test the data then compile a report of my findings. The report gave me a sense of achievement and accomplishment of being productive. I was able to influence my supervisor of the errors in the database through producing a report such that the strength of an achiever indicates personal achievement of doing and finishing an assignment.

**III Positivity**

The third categorical strength trait that I have is positivity. I would show positivity through exhibiting enthusiasm and being excited. For example, my supervisor would ask me to lead a department informational meeting. My supervisor’s reasoning for asking me to lead the meeting would be that he states, “I have a positive attitude and bring enthusiasm to my team members.” Therefore, my strength trait of being positive influences my team members enthusiasm demonstrates personal leadership.

**IV Input**

My fourth categorical strength trait is that of input. I enjoy collecting information and facts about a certain subject matter about what data is being processed through the cloud database for information. For example, I did a project on crime data from the FBI database. I would collect the necessary data from the FBI database and input such data into Excel spreadsheets; meanwhile extracting the data into a Python application to generate a report. My personal leadership was shown was when I was able to input the data into spreadsheets to share the report as statistics about crime in the United States.

**V Arranger**

My fifth categorical strength trait is arranger. I enjoy organization of data. I would organize my data that have collected into outline form which involves being flexible in organization and managing the variables that come to play. For example, in writing this report of Task 1, I organized everything to write about the data into an outline form. From the outline form I would therefore write in informational sequential order. For example, I would begin writing about Task 1A then start writing on Task 1B. Being an arranger gave me organization in writing and the reader of my material writing can see that I write in an orderly fashion which demonstrates personal organization. Organization skills: organization is important in any work situation. I like to be organized in every facet for doing my work as to scheduling in priority of assignments to making sure my office scheduled accordingly.

**Section B Leadership Evaluation**

**Introduction**

In the following paragraphs discussions will be made on leadership evaluations. Section B1 will discuss three personal leadership strengths. Section B2 will discuss three personal leadership weaknesses. And section B3 will discuss three recommendations to improve my leadership effectiveness. All three sections will apply the Transformational Leadership Theory.

**Section B1 Three personal leadership strengths**

My first personal leadership strength is charisma which relates to the leadership qualities explained in Transformational Leadership Theory. An example of using charisma was when I was a supervisor for a retail store. I was able to use charisma to influence my staff to set aside personal differences amongst themselves involving indifferences and conflict with the good of getting along with each other. As to Transformational Leadership Theory I used my charismatic enthusiasm to influence my staff to accomplish diversity in the workplace.

My second personal leadership strength is motivation by encouragement of others which relates to the leadership qualities explained in Transformational Leadership Theory. An example of using motivation by having meetings to communicate those necessary changes are needed to implement a goal or a vision. For example, I had a meeting with my staff indicating the need to sell a particular amount of a product to accomplish a profit as a goal. In Transformational Leadership Theory the leader can motivate followers that performance has payoffs in achieving goals for the organization.

My third personal leadership strength is encouraging staff towards to the good of the organization. (Bass, 1999, p. 9) *“Leaders were encouraged to focus on quality, service, cost-effectiveness, and quantity of output of production.”* I would use Transformational Leadership Theory that emphasizes what you can do as a member of an organization as in providing a quality product for the good of the organization extending the good to the community of consumers.

**Section B2 Three personal Leadership Weaknesses**

My first personal leadership weakness would be a leadership non-acceptance of values by members of my team. (Kuhnert & Lewis, 1987, p. 654) *“Transformational leadership are the articulation by the leader of end values and the acceptance by the followers.”* Therefore, my weakness was that I was unable to communicate clearly, or else moral ethical values were not accepted to influence team members according to Transformation Leadership Theory. A good example of leadership non-acceptance would be that certain members of my staff did not like me because I voiced an opinion on a topic which certain persons were offended.

My second personal leadership weakness would be non-agreement between members of my team. For example, my team members do not want to complete a task because they believe the task I had assigned lacked transparency according to procedure documentation which there was disagreement on how documentation should be done. In Transformation Leadership Theory the outcome of the mission or task should be moral and accepted by members of the team.

My third personal leadership weakness would be my lack of communication between myself and team members. Accordingly in Transformational Leadership Theory communication of the performance of a project with communication from myself to my team members for a task to be initiated from start to finish is crucial. If communication is broken between me and team members the task may be at risk of being uncompleted or compromised financially.

**Section B3 Three recommendations for personal leadership**

My first recommendation for improving my personal leadership would be to gain influence through team members by demonstrating important personal characteristics. (Kuhnert & Lewis, 1987, p. 650) *“Transformational Leadership Theory leaders are self-confident, dominance, moral righteousness of one’s beliefs with successful transformational leaders include articulating goals, image, demonstrating confidence, and arousing motivation.”* I would improve personal leadership by having team members accepting me for who I am because I exhibit good charismatic enthusiastic positive behaviors in which team members have accepted me for my qualities. Interpersonal skills: interpersonal skills can be an asset in getting along with co-workers. Also, these interpersonal skills can be important to relationships with customers. It is important to use these skills in getting along with other people. For instance, I can attract customers because I am friendly and helpful in aiding assistance when problems arise.

My second recommendation for improving my personal leadership would be to manage changes. In Transformational Leadership Theory in an organization which should be constantly evolving with changes, improvements, and expansions over time. Therefore, it is evident that recommendations be in place with Transformational Leadership Theory that I can handle or initiate the changes, improvements or expansions being placed into process which my leadership encourages team members to make the necessary changes. Leadership skills: leadership skills are important for directing co-workers under your supervision. As a leader another person looks up to you for direction or else advice on a task and problem.

The third recommendation for improving my personal leadership would be to provide consistent feedback to team members to improve communication between my leadership and team members. The reason why feedback is important in communication it is necessary to be property informed of job duties, expectations, or stipulations for a productive project. In Transformation Leadership Theory it is important for feedback consistently for team members to keep the focus on achieving the vision or goal of the project. Communication skills: in every job I have worked it was important to have good communication skills to communicate to management, supervisors, co-workers, and especially customers. For example, I was having problems with a computer application Excel spreadsheet function. I had to talk to my supervisor regarding how to implement the procedure.

**Section C SMART Goals**

**Introduction**

In this section I will write about two SMART goals which includes specific goal which is measurable, attainable (achievable), relevant, time-bound in improving and developing my leadership skills. In Section C1 I will write two specific actions for each of the two SMART goals.

**Section C Two SMART goals**

My first short term ***specific goal*** to learn and use current software technologies to solve workplace problems through research, analysis, presentation, and results to improve leadership skills to collaborate effectively in the workplace amongst team members. ***Measurable*** outcome results will be determined in how many data revisions. For example, the analyzed number of records compared to data revisions of 25% of total data. In analysis of data will ***attainable (achievable)*** because I will be proficient in using the necessary software applications such as Tableau, Excel, SQL queries, spreadsheet, worksheet tables. I will have ***relevance*** the ability to analyze the document to handle data issues to be researched to determine status of the data. Then finally ***time-bound*** by the end of twelve weeks I will be proficient in analysis researching data and processes from September 1 to December 18, 2021.

My second short term ***specific goal*** to demonstrate an understanding of operations management including the business plan, design, and project management implementation to improve my leadership skills to collaborate effectively in the workplace amongst team members. ***Measurable*** outcomes evident when I can interpret asset plan and design to implementing the project management through the mapping of the project details of asset management by the end of twelve weeks. The goal is ***attainable (achievable)*** because I can participate in the actual program project because I have the knowledge to general information involved in making the project management operations collaborating with other members of the project. The goal is ***relevant*** because I have learned how to deal with data developing with applied analysis. In ***time-bound*** by the end of twelve weeks I have accomplished experience in applied analysis and asset management in the time frame September 1 to December 18, 2021.

**Section C1 Two specific actions to accomplish for each SMART specific goals**

What will I do to accomplish the specific goal to learn and use current software technologies to solve workplace problems through research analysis, presentation, and results to improve my leadership skills to collaborate effectively in the workplace? The two specific actions are the following: (1) I need to improve or else develop current skills such as learning data applications such as SharePoint web, Tableau, Excel Pivot Tables, and Charts, SQL queries, Access, and Visio and (2) I want to be able to resolve problems in management through research with analysis using skills of merging and sorting data for conclusive data findings. These two specific actions items will help my leadership skills in the work environment for Information Technology management in the ability to resolve problems in IT management through research with analysis findings in the use of software technologies. Computer/Information technology skills: in every job interview I have had the past ten years potential employers would ask what computer/information technology skills that I have. I would explain to potential employers that I am proficient in various software applications.

What will I do to accomplish the specific goal to demonstrate an understanding of operations management including the business plan, design, and project management implementation to improve my leadership skills to collaborate effectively in the workplace amongst team members? The two specific actions are the following: (1) I have a clear understanding of management operations and (2) I need a clear understanding of asset design and implementation for project management. These two specific actions of understanding management operations and project management will improve my leadership skills; therefore, the skills of collaborating effectively with the range of team members in how the operations of management plan is designed promotes the understanding of how to lead the organization. Problem solving skills: it is important to be able to solve a problem when it arises at work. Analytical ability skills: I would use my analytical ability in processing various database analysis. Quantitative skills: the ability to process and utilize data/numbers.

**Conclusion**

In conclusion “Managing Organizations and Leading People Task 1” involved discussions in three sections. Section A Leadership Analysis involved the CliftonStrengths five assessments of learner, achiever, positivity, input, and arranger personal traits discussions. Section B Leadership Evaluation included evaluations of three personal leadership strengths, three personal leadership weaknesses, and three personal leadership recommendations. And the final Section C SMART goals included SMART goals with Section C1 discussions for two specific actions to accomplish for each SMART specific goal.

# References

Bass, Bernard M. (1999). Two Decades of Research and Development in Transformational Leadership. European Journal of Work and Organizational Psychology, 8(1), 9-32.

Gallup, Inc. (n.d.). Joette Damo: Your signature themes.  
<https://gx.gallup.com/services/pdf?v=pdfGeneration.prince.7.0.binPath>

Kuhnert, Karl & Lewis, Philip. (1987). Transactional and Transformational Leadership: A Constructive/Developmental Analysis. The Academy of Management Review. 12. 648. 10.2307/258070.