



Kauffman Fellows  
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## MODULE I PRE-WORK, CLASS 19

### Registration & Hotel Reservation Information

<http://events.r20.constantcontact.com/register/event?oeidk=a07e99yg96te26cadca&llr=xjkyu5bab>

### Module Information

This email contains important information regarding your first Kauffman Fellows module. Prior to the start of the module, you will be completing three self-assessments, the Myers-Briggs Type Indicator, the TKI, as well as 360-degree evaluations completed by yourself and your colleagues. Please read the sections below and follow the links provided. **The self-assessment tools must be completed by Friday, June 13. Please also provide Kirsten Owens ([kowens@kfp.org](mailto:kowens@kfp.org)) with your Mentor's email address and name as she will be sending them a separate registration email/information.**

#### 1. 360 Assessments.

- You will receive a separate email with login information to complete this process.
- Please find 5 or 6 people in your sphere of work who are to complete their feedback about you. Since this is a "360" review, please include people who report to you, people you report to, as well as your peers. More is better.
- Let your reviewers know that they will be receiving an email from Kirsten Owens ([kowens@kfp.org](mailto:kowens@kfp.org)) with the subject line starting with "Kauffman Fellows Program - 360 Evaluator Invite". They should also monitor their spam folders, since they may not recognize this return address.
- Completing the survey will take approximately 15 minutes.
- Request that your reviewers complete the survey by Friday, June 13.
- Please then also complete your own self-evaluation.



**2. Myers Briggs Type Indicator (MBTI):** <http://online.cpp.com>

Please allow 30 minutes of un-interrupted time to complete this assessment. It can be completed at any time of day; there are no “right” or “wrong” answers.

- **Account Login:** Strayer
- **Account Password:** STR399
- Leave the UserID blank
- On the following screen, click on **MBTI Step II (Form Q)** to begin the assessment.

**3. Thomas Kilmann Conflict Instrument (TKI)**

- Follow the same instructions as #2 above, except in the last step, click on TKI to begin the assessment.
- This tool will take approximately 15 minutes; please allow for un-interrupted time to complete it.

**4. Module Pre-Work:** You will receive emails as we progress closer to the module regarding the draft agendas, session guides, and any additional pre-work. Please be sure to respond in a timely manner, as some assignments will be time sensitive.

**5. Bio & Photo**

- **A short biography.** A sample biography is provided as a reference/starting point. Please keep your biography short enough to fit into the table in the Word document. Do not enlarge the table or change the size of the text (Trebuchet 8) or margins; if your biography is too long, we will have to shorten it to fit the space available.
- **A photo.** This photo will be used in print and on the web. Please send a JPG (or similar format) picture of yourself, with a resolution that will allow printing of at least 2 inches per side (no thumbnails please). Attach the image file and Word document containing your bio to your email; do not embed the image in the Word document or in the email. If you don't have a professional head shot, please have a friend take a photo of you in professional attire. A photographer will be on hand at your first module taking head shots for anyone who would like one, and you can switch your KFP bio photo at that time.



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## Questions?

Please contact Kirsten Owens ([kowens@kfp.org](mailto:kowens@kfp.org)) if you have any technical questions regarding these assessment tools. You may also contact Bill Tobin ([btobin@strayerconsulting.com](mailto:btobin@strayerconsulting.com)), who will be leading portions of your modules over the next two years and is a Kauffman Fellows Faculty member and our Curriculum Architect. Bill works with Strayer Consulting and is greatly involved with the Program. You will get the chance to know him well!