

Interview with a Leader

You will be interviewing a leader; you may choose someone you know. Talk with your family and friends to help you find someone you can interview. This person should serve in some capacity as a leader to others, whether at work or as a volunteer. **If they are related to you**, this would not be appropriate for you to interview them, but you can offer this person to someone else in the class in exchange for a leader that you can interview. The teacher can help facilitate this. If after consulting those you know you still cannot find a person to interview, you must inform the teacher asap.

Step 1: Find a leader, add their name to the spreadsheet and fill out the profile. You will need to ask them certain questions to be able to fill it out or do research on them. Submit it before class on Thursday, April 20.

Step 2: Contact and request an interview. When you have found your leader and Mrs. K has approved the choice, you must make contact with them by email and **cc Mrs. K on the invitation email. If you use a different method to contact them, let Mrs. K know.** Set up a 30 minute recorded Google Meet interview with them during a time and date that is convenient for both of you. Use the email template we will make below. **Email must be sent by Thursday, April 20.**

Step 3: Create the questions for the interview **due before class April 25.** You will want to send these to the person you are interviewing at least 3 days before the interview.

Step 4: Conduct the interview and record it **before Monday, May 8.** Submit the recording. It should be a minimum of 15 minutes in length.

Step 5: Thank the leader for the interview **within two days of completion of the interview.**

Step 6: Summarize and reflect upon the interview in written format, **due before class May 17.**

Step 1: Find a leader and [add their name to this spreadsheet](#) asap. Copy this profile below into another document. Fill out the profile and submit it before class on **Thursday, April 20th. 10 marks**

Profile of a Leader

1. Full Name:
2. Current Occupation:
3. Current Workplace:
4. Education/relevant training that helped them secure the position:
5. Designations if applicable:
6. How you know them (and are they related):

7. Email address:
8. Business number:
9. Background information regarding the leadership position they hold (how did they gain experience to prepare them for this position):
10. Other research or background information you can find about jobs/positions they have held, causes they have supported, passion projects, recognition earned etc:

Step 2: **Email the leader and “cc” Mrs. Karimwabo, asking for an interview by April 20.** People need notice to be able to schedule you into their busy schedules so make sure you are giving as much notice as possible by sending this email asap (preferably a week beforehand or more). If they have not replied to your email by April 27 to set up a date and time for the interview, please let Mrs. K know.

Email Template:

Subject: Request for an interview

Good Morning Mr./Ms./ last name ,

I hope you are doing well. I am writing to you today because I am looking for a leader to interview for a school project. I was hoping that I could interview you.

The interview can take place anytime between April 26 and May 8th and would take approximately 30 minutes. I am available evenings and weekends. (The interview could take place over Zoom if that is most convenient. It would be recorded if you are comfortable with that.) I will send the interview questions a few days ahead of time.

Please let me know if you are interested. I look forward to hearing from you soon.

Sincerely, (BEst regards) (Thank you)

SEcond follow up email

Is there a date and time that you would be available to meet for the interview?

Step 3: Coming up with the Interview Questions

You must have a minimum of 8 open-ended questions. Each question needs to be related to something we have learned or are learning in class. Pick questions that you are interested in learning from. Copy this into a new document and hand it in before class April 25. **Send these to your leader as early as possible so they can prepare for the interview.**

Possible Topics for questions (you are not limited to these, other course-related topics are welcome):

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| 1. Pros and cons about their job | 13. Workplace Diversity |
| 2. Importance of planning | 14. Globalization |
| 3. Importance of organization | 15. Intellectual Capital |
| 4. Their journey/career path | 16. Job Skills |
| 5. Lessons they have learned, advice for you | 17. Motivation-External, internal, rewards |
| 6. Their training, education | 18. Discipline and performance assessment |
| 7. Stress | 19. Listening, Communication |
| 8. Work-Life Balance | 20. Conflict Resolution |
| 9. Adjusting to the pandemic | 21. Decision Making |
| 10. The role of a manager | 22. Mindfulness |
| 11. Ethics and accountability | 23. Leadership style, powers |
| 12. Productivity | 24. Team |

Circle or highlight 8-10 topics from the list that you would like to ask your leader about. Look through course content and your notes to come up with ideas for each question. Write at least 8 questions below.

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Step 6: Summarize and reflect upon the interview in written format, **due before class May 8.**

Firstly, make sure you have sent a **thank you note/email** to the person you interviewed.

The Report: Your report will have 3 sections. It should be in full sentences. Mention the person you interviewed, their position as a leader, and the date of the interview.

Section 1- Analysis of your leader- 200-400 words

The following questions are suggestions to help guide your analysis. You can choose to use some or all of these prompts.

What type of leader are they? What did you learn about their leadership style or methods? Describe how they deal with people, communicate, resolve conflict, make decisions or otherwise. What else did they mention that you thought was interesting, surprising or important?

Section 2- What you learned- 200-400 words

The following questions are suggestions to help guide your reflection. You can choose to use some or all of these prompts.

What did you learn from this interview? What will you take away from the experience? Did it change your perspective on the working world or on being a leader? Did they describe leadership tactics that you want to adopt into your own leadership? Anything you would not want to do, or do differently? How will this interview affect you in the future, perhaps decisions you might make or your future behaviour, habits or motivations? Do you think you would contact them in the future?

Section 3- The interview process- 100-250 words

The following questions are suggestions to help guide your reflection. You can choose to use some or all of these prompts.

Describe the experience for you personally from the making of the questions and intro email through setting up the interview time and conducting the interview. Was it a positive experience? Were there parts of this process that were hard or uncomfortable? Easy? Why or why not? How will this help you in future interviews?

How this will be marked:

I am looking for answers that are detailed and show that you have taken the time to really think about your words and reflect on your experience. Your thoughts need to be expressed clearly.

Example of how a level 4 answer looks: *My leader described how they make a point of saying hi to all their employees every morning. They explained that it is part of building relationships and respect. This is something that I will take into my own life. I do not always stop and take the time to talk to people, even to ask how they are because it feels forced sometimes, or I feel too busy. I can see how these little things can mean a lot to others and can be an important part of building relationships.*

Example of level 1 answer: *My leader says hi to everyone. I think that is good.*