

III. Detailed Outline

First Stage: Diagnostic tools

- Take 7 assessments on skill inventory, Emotional Intelligence, Diversity Management Capability, Cultural Intelligence, Ability to Work under Ambiguity, Networking, and Negotiating
- From the results obtained, choose 3 strengths and/or weaknesses

Hint:

- You should find out which of the 7 skills above have many references and can be closely linked to the leadership aspect.
- Then come up with an idea of what specific plans you can make to develop your strengths and overcome your weaknesses.
- From there, choose 2 strengths and one weakness or 2 weaknesses and one strength

Second Stage: Reflection

- ★ Leadership development plan (~1000 words)
- ★ Self-evaluation and reflection (500 words)
- ★ Strength (140-180 words/skill)

Suggest Flow:

- Introduction to Leadership Diagnostic Tools: The paragraph starts by introducing the use of Leadership Diagnostic Tools for self-assessment in leadership.
- Highlight of Noteworthy Score.
- Explanation of Skills
- Explain the theory related to the skill you are analyzing.
- Relevance to Leadership: The paragraph connects technical skills to leadership, explaining how it involves understanding the field's intricacies, guiding followers, and sharing knowledge.
- Capabilities and Results: The paragraph discusses the individual's capability to efficiently organize work, provide task-related information, and involve subordinates in decision-making processes. This is seen as enhancing overall task performance.
- Recognition of Strengths: It concludes by mentioning the acknowledgment from leaders and teammates, consistently recognizing the individual's robust industry knowledge, clarity regarding task requirements, and the ability to offer valuable insights as outstanding strengths.

Example: Utilizing Leadership Diagnostic Tools has offered valuable insights into my strengths, particularly in Emotional Intelligence (EQ). The assessment revealed a noteworthy score, emphasizing the significance of EQ in effective leadership. According to Goleman's Emotional Intelligence theory, EQ involves recognizing, understanding, and managing one's own emotions, as well as those of others. In the context of leadership, this skill is pivotal for fostering positive relationships, resolving conflicts, and promoting a collaborative work environment. The diagnostic results showcase my adeptness in navigating emotional landscapes, leading to improved team dynamics and overall cohesion. Leaders and teammates consistently acknowledge my strength in understanding and managing emotions, attributing it to my robust EQ. This recognition underscores the value of Emotional Intelligence in my leadership approach, contributing to a positive and harmonious organizational climate.

★ Weaknesses

Suggest Flow:

- Introduction to Weakness
 - Acknowledges a significant weakness revealed by the self-assessment.
- Specific Weakness and Its Impact:
 - Describes the identified weakness as the challenge
 - Emphasizes the importance of acknowledging this weakness for personal development and its impact on decision-making and organizational dynamics.
- Theoretical Background
- Leadership Effectiveness and this skill:
 - Mentions that leaders with high skill demonstrate greater effectiveness in various aspects of leadership.
 - Highlights the importance of addressing the identified weakness for personal growth, improving leadership capabilities, and contributing to professional success.
- Conclusion:
 - Concludes by emphasizing the vital significance of addressing the weakness for personal and professional development.

Example: The Cultural Intelligence (CQ) self-assessment in Appendix 3 has brought to light a significant weakness: my challenge in navigating cultural complexities. This

identified weakness poses a substantial impact on my ability to effectively engage in decision-making and navigate organizational dynamics in diverse cultural settings. Acknowledging this weakness is crucial for personal development, as cultural intelligence plays a pivotal role in understanding and collaborating with individuals from different cultural backgrounds. The theoretical background on Cultural Intelligence emphasizes the significance of adapting to diverse cultural contexts, as proposed by researchers like Earley and Ang (2003). Leaders with high cultural intelligence demonstrate greater effectiveness in leading diverse teams and fostering cross-cultural collaboration. Addressing this identified weakness in Cultural Intelligence is not only vital for personal growth but also for improving leadership capabilities and contributing to professional success in an increasingly globalized and diverse business environment.

★ Development plan

Suggest Flow:

- Self-Assessment:
 - Conduct a self-assessment to identify current proficiency levels in the skill.
- Identification of Strengths and Weaknesses:
 - Reflect on strengths and weaknesses revealed by the self-assessment.
- Theoretical Background:
 - Provide a theoretical background on the leadership skill, explaining relevant concepts and theories.
- Connection to Leadership:
 - Explain how the skill is crucial for effective leadership, providing examples and insights.
- Development Plan:
 - Outline a development plan with specific steps to enhance the identified skill.
 - Phase 1: Preparation
 - Motivation and commitment.
 - Needs assessment and goal alignment.
 - Phase 2: Training
 - Strategies for skill improvement.
 - Learning resources and tools.
 - Phase 3: Implementation

- Practical application of the skill in the workplace.
- Feedback mechanisms and adjustments.
- Phase 4: Ongoing Evaluation
 - Continuous assessment and improvement.
- Professional Insights:
 - Seek insights and advice from professionals or mentors in the field regarding the specific skill.
- Feedback and Adjustment:
 - Incorporate industry or expert feedback to refine and adjust the development plan.
- Continuous Improvement:
 - Emphasize the importance of continuous improvement and lifelong learning in the context of the leadership skill.
- Conclusion:
 - Summarize the key takeaways and the significance of enhancing the identified leadership skill.

Example: Developing technical skills is imperative for effective leadership in today's dynamic landscape. Initiating with a comprehensive self-assessment, I aim to identify my current proficiency levels and unearth strengths and weaknesses. Delving into the theoretical background of the technical skill, I will elucidate pertinent concepts and theories, establishing its critical connection to effective leadership. The development plan unfolds in four phases: preparation, ensuring motivation and needs alignment; training, focusing on strategies and learning resources; implementation, involving practical application and continuous feedback; and ongoing evaluation for sustained improvement. Seeking professional insights and industry feedback will play a pivotal role in refining the plan. Emphasizing continuous improvement and lifelong learning, this plan aims to not only address my technical skill deficiency but also foster a resilient and adaptable leadership approach. In conclusion, the journey toward enhancing this skill is not just a personal development endeavor but a strategic investment in effective leadership.

★ **Industry feedback (~500 words)**

Suggest Flow:

- Introduction:
 - Briefly introduce the purpose of seeking industry feedback and its importance in refining the leadership development plan.

Example: Embarking on a leadership development journey, I presented my comprehensive plan to Mrs. Smith, a seasoned executive with a stellar track record in organizational leadership. The purpose was clear — to refine and fortify the plan through her valuable industry insights.

- Presentation of Plan:
 - Present the leadership development plan to the selected industry leader.

Example: The plan, centered around enhancing strategic decision-making skills, was meticulously laid out. Mrs. Smith, having navigated similar challenges in her illustrious career, became a crucial collaborator to ensure the plan's practicality.

- Feedback Evaluation:
 - Evaluate the feedback received from the industry leader in terms of feasibility and appropriateness.

Example: Mrs. Smith's feedback, rooted in her wealth of experience, underwent careful evaluation. Her suggestions, ranging from specific decision-making scenarios to broader industry trends, were scrutinized for their relevance and potential impact.

- Understanding Strengths and Limitations:
 - Highlight how working directly with the industry leader in real situations has allowed for a clear understanding of strengths and limitations.

Example: Working alongside Mrs. Smith in real-world scenarios provided a profound understanding of my strengths and limitations. Her firsthand observations enriched the feedback, ensuring it resonated with the intricacies of practical leadership.

- Valuable Advice:
 - Emphasize how the industry leader's feedback provides valuable and accurate advice contributing significantly to personal development.

Example: Mrs. Smith's advice went beyond critique — it became a compass for navigating complex decision-making landscapes. Her insights on anticipating market shifts and aligning strategic goals with operational realities were particularly enlightening.

- Comprehensive View of Remaining Issues:
 - Discuss how the feedback offers a more comprehensive view of the remaining issues in the plan, fostering a nuanced approach to further improvement.

Example: Mrs. Smith's feedback offered a 360-degree view of the remaining challenges. This comprehensive perspective fostered a nuanced refinement approach, ensuring that the plan addressed not just the apparent issues but also underlying nuances.

- Initial Appreciation:
 - Discuss the initial appreciation expressed by the industry leader for the thoroughness and substance of the plan.

Example: Expressing appreciation for the plan's thoroughness, Mrs. Smith lauded the detailed analysis of decision-making frameworks. Her acknowledgment set a positive tone, recognizing the groundwork laid and providing a motivational boost.

- Endorsement of Goals:
 - Highlight the industry leader's endorsement of the identified strengths and weaknesses, considering the goals in harmony with personal characteristics and attainable.

Example: Crucially, Mrs. Smith endorsed the identified strengths and weaknesses. Her validation of the goals as harmonious with personal characteristics and attainable added a layer of confidence to the plan's strategic alignment.

- Effectiveness of Diversifying Environments:
 - Discuss how the industry leader underscored the effectiveness of diversifying practice environments for comprehensive and flexible development.

Example: Highlighting the effectiveness of diversifying decision-making environments, Mrs. Smith emphasized the need to simulate diverse scenarios. Her suggestion to incorporate real-time industry simulations into the plan added a practical dimension.

- Areas for Refinement:
 - Acknowledge the areas highlighted by the industry leader that could be refined to enhance overall efficiency.

Example: While endorsing the plan's foundation, Mrs. Smith pinpointed specific areas for refinement. Her insights on incorporating cross-functional perspectives and considering external factors were instrumental in refining the plan's scope.

- Incorporating Additional Elements:
 - Describe the incorporation of additional elements into the final plan based on the feedback, such as involving individuals for detailed comments and specific questions for reviewers.

Example: Incorporating Mrs. Smith's feedback involved introducing collaborative decision-making sessions with cross-functional teams. This addition aimed to replicate real-world dynamics, ensuring a more dynamic and responsive approach.

- Agreement with Feedback:
 - Express agreement with the industry leader's comments and suggestions, recognizing their value and alignment with both the plan and personal characteristics.

Example: Expressing wholehearted agreement with Mrs. Smith's comments and suggestions, I acknowledged their value and alignment with both the plan and my leadership style. This alignment ensured a seamless integration of her insights.

- Active Integration of Suggestions:
 - Conclude by emphasizing the active integration of the industry leader's suggestions to enhance and complete the plan.

Example: The integration wasn't a passive acceptance but an active incorporation of Mrs. Smith's suggestions. Collaborative decision-making sessions, industry

simulations, and cross-functional engagements became integral components, breathing life into the plan.