BYB Task 1

Building a Leadership Portfolio

# Question 1: Develop Your Leadership Philosophy

## 1.1 Leadership Competency Self-Assessment

### Strengths

* [List your top 3 strengths]
* Example: Strategic thinking: I effectively set long-term goals and create detailed plans to achieve them. I use data analysis to forecast future trends and align resources accordingly.

### Areas for Improvement

* [List your top 3 areas for improvement]
* Example: Communication: I need to work on my active listening skills and ensure that I am fully engaging with team members during discussions.

### Actions to Improve (How will you address your areas for improvement?)

* [List your top 3 strategies of how you aim to address your areas for improvement]
* Example: Communication: I will attend training on active listening and seek feedback on my communication style to identify areas for improvement.

## 1.2 Personal SWOT Analysis

### Strengths:

* [List your strengths]
* Example: Effective communicator with team collaboration experience

### Weaknesses:

* [List your weaknesses]
* Example: Limited experience with advanced project management tools

### Opportunities:

* [List your opportunities]
* Example: Availability of online courses for advanced project management certification

### Threats:

* [List your threats]
* Example: Increased competition for leadership roles in the tech industry

## 1.3 Personal Philosophy

Values and Ethics:

1. [List five core values]

Leadership Philosophy Statement

[Write your statement here]

# Question 2: Setting Your Career Goals and Objectives

## Short-Term Goals

* [List your short-term goals]
* Example: Complete the leadership bootcamp within the next 3 months.
* Example: Apply for an entry-level leadership role by the end of this year.

## Long-Term Goals

* [List your long-term goals]
* Example: Advance to a mid-level management position within the next 2 years.
* Example: Earn a promotion to senior manager within 5 years.