

Exercise 1

- **Goal** – Improve my leadership skills

- **SWOT Analysis**

- **Strengths**

- Determined
 - Versatile
 - Team worker
 - Creative

- **Weaknesses**

- Procrastinator
 - Fear of public speaking
 - Fail to set clear targets
 - Timid

- **Opportunity**

- Group assignments in university degree
 - Rotaract Club Projects
 - Internships
 - Community services

- **Threats**

- Unable to participate in extra-curricular activities due to academic work.
 - The Pandemic limits the opportunities to work as a team.

- **Strategies**

S – Become the leader of a one of Group assignments and get an A grade in the next semester.

M – Practice presentation skills 2hr weekly.

A – Get a grade above B for assignments in this semester.

R – Participate in online speaking contests.

T – Review goal after this semester and adjust accordingly for next 6 months.

Exercise 2

Reflective journal about My Leadership skills **Development**

Description

I am a second year Information technology undergraduate at the SLIIT University Malabe. I live in Colombo and have two older brothers. I plan on becoming a software engineer in the future. I have always been a very timid person. Therefore I back away from taking any responsibilities. I have missed a lot of opportunities because of this reason and wanted to improve myself going forward.

Feelings

The incident that made me realize this problem occurred last semester, when one of my friends asked me become a committee member of the rotaract club at the university. I was already a member of the club but due to the pandemic situation last year I could not participate in any major activities carried out by the club. Therefore I didn't know anyone in the club apart from one of my friends in the engineering faculty who was a board member. He asked if I wanted to chair a community service project due next semester. But I was afraid of the above mentioned factors to lead a project. It felt like a heavy burden added to the existing academic work.

Evaluation

I started thinking logically about this and thought that this is normal for many students. Its even harder from other students than me because many didn't go to international schools or study in English medium from grade one. Yet many of my batch mates joined clubs to improve their short comings. This gave me a huge motivation to try even harder and I should take responsibility without shying away.

Analysis

After this I took the leadership role in a group assignment due this semester. It has only been few weeks since I took this position but already I have learned many lessons about leadership skills. Planning, communication with others, taking responsibility are just few of the skills I need to become a successful leader. Working with a group that share the same goal is motivation in itself. We submitted the first part of the assignment last week and the lecturer in charge was very pleased with our work. It was very satisfying experience for me as well.

Conclusion

I feel really proud and was really happy that I took this opportunity. I have no problem working with the current team mates and I understand each one's strengths and weaknesses. Therefore I can coordinate work accordingly without any problems. I hope the unity, trust and dedication among our team will grow as I continue this during the semester and provide me with the experience and courage I need to grow as a leader and as an individual.

Action Plan

In the future I plan on taking the leadership of bigger projects not related to the academic section. It will improve my people skills and help meet new people. Starting with the rotaract club of SLIIT I will continue to improve my leadership skills and take on responsibility with a clear mindset, vision and confidence.