**OL 125 Personal Leadership Reflection**

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SECTION I – Personality and Self-Concept

Discuss your personality **strengths** and **areas of improvement** to consider.Use your Milestone Two: SWOT Analysis assignment from Module Four to assist you with this section. Make sure you are considering the feedback you received from your instructor and any additional feedback from your peers, and be sure to clean up any written errors in the submission.

I believe my most significant strengths are that I am able teachable, quick to learn, have a great sense of self-awareness, and have a compassionate heart – as I do where my heart on my sleeves. Becoming a great leader is not simple match. From my experiences, I always made sure to know those who I am serving and leading and meet them where they are at. This is what I always prioritize everywhere I go, and I believe this is my greatest strength as a human being. It is quite natural for me to learn those around of me of their strengths and opportunities and anything that might hinder them whether internal or external. This makes delegation easy and simple for me whenever working on projects and, because of my charisma, my peers already make themselves available by suggesting what they can do and how much time they may need because they trust in the direction I am able to lead them with and any other assistance they may need whether motivation or are in need of an extra hand.  
However, because I am so readily available – emotionally, mentally, and physically, to my peers, this can be my ultimate weakness as well. With having a compassionate heart, there are times it is difficult for me to set my boundaries and be overly invested in a person and their situation. Being a yes person coupled up with being a perfectionist at fault can spread me thin very quick and may trigger my anxiety and burnout so, setting boundaries is my biggest area of improvement. I have only learned recently that trying to help everyone and everything all at once can be more destructive than constructive. Since I am not able to give everyone my 100% effort, the quality of my assistance and service was compromised for them and for myself.

SECTION II – Human Interaction Skills

Discuss management **skills** involved in the **engagement** and **motivation** of personnel, and consider the **intended impacts** on workplace productivity.Reflect back to assignments and resources you reviewed throughout the course to assist you with this section. Make sure you are considering the feedback you received from your instructor and any additional feedback from your peers, and clean up any written errors in the submission.

It was only through this course that I found clarity on what needs to be considered first with how to motivate employees in a work place. What I have learned is that the personal situation and personality of an employee are key factors into what could possible motivate him or her. An employee’s emotional, relational, and physical needs are also key factors to this as to it can have a great influence on whether or not he or she will perform their job well and effectively. The culture of a company also has a significant role in the workplace motivation, if the culture aligns with that of the employees then motivation will more than likely or not be high otherwise, it may be the opposite. Management must have proper interpersonal skills to be able to gain this knowledge. They must at least be able to analyze and deduct accordingly prior any action taken and be able to give honest and constructive feedback to both upper management and staff.  
  
When I first got hired at my current job, I was simply hired for an entry-level job of data entering but during the course of my employment the owners learned of my skills and expertise by regularly speaking with me and taking notice of my abilities and asked me to be cross-trained between about 6 positions and gave me a pay raise. The following year I was offered a position in the degree I am currently pursuing in Management Information System and offered me job security upon graduation; they had asked what my dreams were prior to this arrangement. When I was first hired, I was simply motivated by my financial needs to pay my bills and was only present in the agency a one-dimensional employee. It was hard to be motivated to do a simply and unstimulating job, but I managed to do so only because my financial needs. When the opportunities started opening up, my motivation increased and my level of interaction with my employees increased as well and this positively influenced my morale in the workplace. I looked forward to walking in to work every morning as I still do now. My productivity went up and the discovery of my potential also helped increase my coworkers’ productivity because I assisted in creating their current spreadsheet that measured and kept track of their work which usually took about 5 hours a week to compile but now only takes about a half an hour. When I was unmotivated, my productivity was met but was not challenged to go beyond it. I find that the management and the owners’ willingness to get to know each employees’ strengths and hear our suggestions speak to their level of care and understanding of humans and what really makes their company run and be successful. The intention definitely matches the results. They were patient with placing me in different positions until we found the right fit for me as well as with my other coworkers.

SECTION III – Personal Development Plan

For this final section, consider all of the coursework and feedback you received that allowed you to craft sections I and II above. Focus on your personality, self-concept, and human interaction skills you have mentioned to help you form your personal **leadership philosophy**.

My experience through this coursework regarding leadership has been enlightening to say the least. I resonate with all the explanations and findings regarding organization behavior and effective leadership in the text and it has influenced my belonging at work. In order to be an effective leader, one must be reliable, honest, and approachable. I have witnessed my fair share of great leaders and ineffective ones and have greatly learned from both. I think the best thing a leader can do is always come from a place of intent and understanding. When leaders make it a point to get to know their staff, it shows value to those persons. Meeting people I serve where they’re at and trying my absolute best not to make any assumptions of where they could come from has been the most instrumental and significant approach I have adapted throughout my experiences in leadership. When someone feels heard and understood, their level of cooperation increases and the deeper their trust in you. This has allowed me to take notice of individuals and hear what they desire and help them reach it or even simply as helping them become aware of their dreams. When we become advocates of humans, I believe that there is no telling what they can achieve. The level of support and confidence we can give somebody is a game changer, no matter how small or big the task needed to be completed is. Honesty and integrity must be primal as well because when we rob ourselves and those we serve of the truth, the farther away we steer from the objective. It is not about sparing feelings but rather equipping someone with proper skills and feedback in order for them to become the best versions of themselves. Of course, this must be handled with care and proper guidance and discernment as to not be subjective instead. I believe that being a good leader entails the courage to discuss and face situations that need attention with the awareness and that the things we do is beyond ourselves.  
Great leaders must be in the business of grooming someone greater than themselves to uphold a legacy and assure the proper guidance and mentorship of future leaders. Leaders must not be complacent; however, they must be fully aware of their weaknesses and limitations to avoid any burnout.

Lastly, use the provided section below to identify three relevant **goals** to enhance your skills as a leader. Answer the following questions for each of your goals: What are action steps I can take to achieve this goal, what are potential obstacles I may face, and what is my plan to overcome these obstacles?

Goal #1: Set boundaries accordingly.

What are action steps I can take to achieve this goal? Analyze and list out all of my priorities and tag it with deadlines to allocate my responsibilities accordingly.

What are potential obstacles I may face when working toward achieving this goal? Changes in schedules or routine are my biggest obstacles because these are the things that often trigger my anxiety.

What is my plan to overcome these potential obstacles? I plan to meditate in order to help me control my reactions accordingly. I do not intend to eliminate all negative emotions, but rather learn to redirect as soon as it comes to something constructive. I plan to acknowledge my frustrations but talk and walk myself through an alternative.

Goal #2: Help peers/coworkers achieve their dreams and/or get a promotion if an opportunity arises.

What are action steps I can take to achieve this goal? Regularly check on them and make evaluations/reviews using the SWOT analysis technique.

What are potential obstacles I may face when working toward achieving this goal? I may get too involved and set myself up for failure with an unrealistic ideal in mind instead of being objective.

What is my plan to overcome these potential obstacles? I will regularly give myself reality checks on what I am only able to do given my situation and position.

Goal #3: Get promoted to lead analyst in the home health agency I am employed in.

What are action steps I can take to achieve this goal? Always accept and ask for opportunities where I can learn and make myself available to and request for regular feedback on projects and my overall performance.

What are potential obstacles I may face when working toward achieving this goal? I may be perceived as too eager and/or might overload myself on the way to burnout and mishandle my priorities.

What is my plan to overcome these potential obstacles? I should first analyze my priorities and responsibilities and check my emotional and mental state prior to accepting any additional projects or roles and ask for support and assistance whenever needed.