

# Leadership 101 Worksheet

## 1. Set Clear Expectations

Start with goals, objectives (blueprints)

Writing Objectives: (<http://www.oucom.ohiou.edu/fd/cpcbulletin/febulletin2001.htm>)

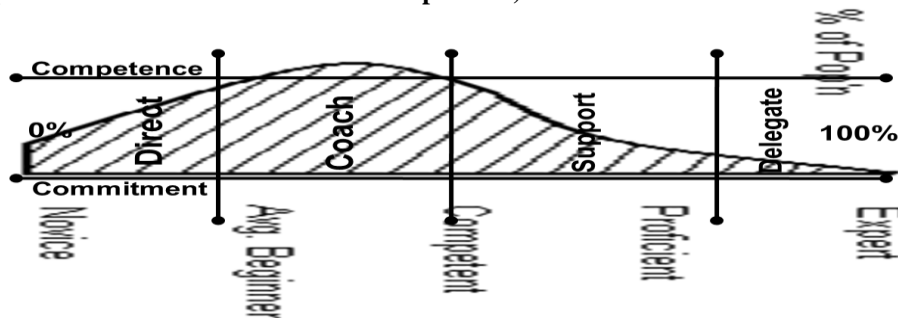
Writing S.M.A.R.T. Goals: (Specific, Measurable, Attainable, Realistic, and Timely)  
<http://www.topachievement.com/smart.html>)

Project/Assignment:

Goal #1: \_\_\_\_\_

Goal #2: \_\_\_\_\_

## 2. Ensure Knowledge, Skills & Attitude (KSA) & Tools (Dryfus & Dryfus model of skill acquisition plus Blanchard's situational leadership model).



Source: <http://www.eneriy.com/blog/?p=234> & <http://www.kenblanchard.com/>

KSA/Tools needed: \_\_\_\_\_

Plan to get them: \_\_\_\_\_

Attitude: \_\_\_\_\_

## 3. Provide Feedback: Answer:

Who: \_\_\_\_\_

What (Formal: System or Forms, Rubrics, Portfolios, demonstrations, tests, Sims, Lab & Informal: \_\_\_\_\_? (open door?));

When: \_\_\_\_\_

Where: \_\_\_\_\_

How: \_\_\_\_\_

Why: \_\_\_\_\_

## 4. Administer Consequences:

Positive: Superior evaluations, future recommendations, mentoring

What else? \_\_\_\_\_

or

Negative: Renegotiation of goals & expectations, less than superior evaluations, some sort of remediation/corrective action plan.

What else? \_\_\_\_\_