**Fully Prepared to Lead**

**Certificate of Leadership Competency**

**Progress Tracker**

To earn your Fully Prepared to Lead Certificate of Leadership Competency, all items must be completed within 24 months. Use this tracker to monitor your progress.

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| **Item** | **Date**  | **Personal take-away** |
| ***Submit Declaration of Intent to Earn Certificate*** |  |  |
| ***Anticipated End Date (2 years after submission of Declaration)*** |  |  |
| ***Required Courses*** | FP2L - Professional Development Planning (SGO) |  |  |
|  |  | Thrive@UW-Madison: Active Listening to Support Effective Communication (VL/IP) |  |  |
|  |  | Thrive@UW-Madison: Understanding Your Experiences and Identities (LV/IP) |  |  |
| ***Fully Prepared to Lead Courses*** |
|  | ***FP2L Competencies*** | ***Corresponding Classes (choose one class from each competency)*** |
|  | Self-Awareness | * Personal Brand and Leadership Awareness (LV)
* Your Interpersonal Style (LV/IP)
 |  |  |
|  | Interpersonal Communication | * Effective Emails (RR)
* Presentation Skills (LV/IP)
* Face-to-Face Communication (LV/IP)
 |  |  |
|  | Learning and Development of Others | * Coaching and Developing Others (LV/IP)
* Giving and Receiving Constructive Feedback (LV/IP)
 |  |  |
|  | Context and Culture | * Understanding Organizational Politics (LV/IP)
* Modes of Conflict Management (LV/IP)
* Understanding Mission, Vision, and Strategy (SGO)
 |  |  |
|  | Decision Making | * Understanding and Influencing Team Dynamics for Peak Performance (LV/IP)
* Time and Self-Management (LV/IP)
 |  |  |
|  | Bridge-Building and Collaboration | * Effective and Engaging Meetings (LV/IP)
* Influencing Teams from Within (SGO)
 |  |  |
|  | Ideas into Action | * Project Management Basics (LV/IP)
* Understanding and Leading Change (LV/IP)
* Personal Resilience and Accountability (LV/IP)
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| **Item** | **Date**  | **Personal take-away** |
| ***Three Additional Fully Prepared to Lead Classes (choose any three classes from the previous list)*** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| ***Inclusion@UW and Thrive@UW* Courses (choose four courses)** |
| * Bystander Intervention (LV/IP)
 |  |  |
| * Emotional Intelligence@Work (LV/IP)
 |  |  |
| * Thrive@UW-Madison: Building Trusting Work Relationships (LV/IP)
 |  |  |
| * Thrive@UW-Madison: Exploring Creativity and Innovation (LV/IP)
 |  |  |
| * Thrive@UW-Madison: Managing Stress and Finding Vitality at Work (SGO)
 |  |  |
| * Thrive@UW-Madison: Thriving In a Time of Change (LV/IP)
 |  |  |
| ***Attend an elective course(s) that total at least 3 hours*** |  |  |
| Elective Attended:  |  |  |
| ***Meet for coaching conversation(s) with Program Manager*** |
| Session 1 within 3 months of Declaration of Intent |  |  |
| Session 2 within 3 months of Capstone (optional) |  |  |
| ***Meet for 2 coaching conversations with Supervisor/ Manager*** |
| Session 1 |  |  |
| Session 2 |  |  |
| ***Prepare and participate in Capstone Conversation***  |  |  |

LV/IP = Live Virtual or In Person (offering sessions both virtually and in person on different dates)

RR = Recording and Reflection

SGO = Self-Guided Online

## Capstone Conversation Requirements

Your Capstone Conversation will include the Program Manager, additional colleagues (3-4) completing the leadership certificate, and potentially additional facilitators involved with the program.

You will be asked to prepare responses to the following components, listed below in no particular order.

* How do you define leadership?
* Share a brief story that demonstrates how your personal leadership style has evolved. (Keep in mind that sometimes “small” things have large impacts).
* Reflecting back on the FP2L program, what are some of the top themes that you either learned or were reminded of? (Such as Circle of Control or Active Listening skills).
* Going forward, how can you influence creating a Healthy, Inclusive, and Engaging work environment?
* Anything else you want to share.

To prepare for the conversation, consider the coaching conversations you had throughout the series, the classes you’ve taken, personal observations, what you’ve tried that has or has not worked, and or other observations or new ways of thinking as a result of participating in the series.