

## **INSTRUCTIONS**

### **Leadership Portfolio**

The *Leadership Portfolio* is a way to keep track of all the work you completed as a leader. It includes the following:

- o Cover page
- o Leadership Activity Chart
- o Leadership Reflection Guide: Steps 1-3
- o Leadership Resume Template

### **Leadership Portfolio**

#### **Cover Page**

Name:

School:

Address:

E-mail:

### **Leadership Training Chart**

Create a chart to record the leadership trainings, conferences and workshops that you have attended in which you learned about leadership or acquired other information that prepared you to be a leader. Add rows or columns to the chart as needed.

Type of training, conference or workshop you attended	Date of the activity (day, month, year)	Name of session(s) you attended	Number of hours of training	Briefly describe what you learned.

## Leadership Activity Chart

Create a form to help you with your Leadership Resume. Add rows or columns to the chart as needed. Do not record meetings and events where you were not involved in leadership development or in a leadership role.

Type of Activity (meeting, clinic, workshop, provided service)	Date of Activity (day, month, year)	Leadership Role/Assistance Provided	Number of Hours Dedicated

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Community Service Chart

Create a form to submit your participation in community service. Add rows or columns to the chart as needed.

Type of Activity	Date of Activity (day, month, year)	Organization Assisted	Community Service /Assistance Provided	Number of Hours Dedicated

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Leadership Reflection Guide**

*(Please answer each of these reflection questions)*

Why do I want to be considered for Gifted and Talented Leadership this year?

What would I like to accomplish in GT Leadership?

What preparation will I need to reach my goals?

What specific skills do I already have that will help me with my leadership development?

How much time per week can I give to meet my goals?

What is my view of leadership?

Who is someone I know who is a leader and why are they a leader?

Why is leadership important to a community?

Why is completing this reflection an important part of developing my leadership goals?

How am I an example of a leader?

Write a story about your experiences as a leader. Include the following in your story:

- Who are some of the people or groups affected by my leadership work?
- What has been an example of a time when I really handled something well?

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Leadership Resume Template

My Name  
My Address  
My Telephone Number  
My E-Mail Address/My Web Site Address

## **Leadership Objective**

*Tell about your goals in a few short sentences. What are the reasons you are interested in Leadership?*

## **Experiences**

Date

*List any of the most important experiences you've had and put down the dates of those experiences. Make a list using bullet points that tells more about the experience if needed.*

Example:

October 2010-October 2012

- Mentored youth through a reading program
- Committed two hours of community service per week

## **Leadership Experiences**

Date

*List important leadership roles you have taken in your teen years. Did you serve on any committees? Did you help plan an event? List any important leadership roles.*

Example:

Beta Club Secretary

October 2011-October 2012

School Board Teen Member

January 2012-May 2013

## **Leadership Activities**

Date

*List the specific activities you carried out that reflect your Leadership development. Provide bullet points stating the skills you learned from those activities.*

Example:

Reading Club Youth Mentor

October 2010-May 2012

- Assessed needed resources for children
- Developed and carried out a lesson plan

## **Honors and Awards**

*List any honors or awards you may have received through school or other activities and their dates.*

Example:

Teen Leadership Award

October 2013

Communication Days Award

February 2012

## **Reference Contacts**

*List names and contact information of people who helped you with your development and who would be willing to give a positive report of your work if needed. Think of people who witnessed your growth in leadership, and know about your strengths as a leader.*