

Instructions

Step 1

Before attending the first CTO Mentor Program class:

1. Download and review the [Microsoft Competency Wheel](#)
2. Go to the Microsoft Website and review the [Six Core Qualities](#) of Education Leaders and the competencies that make up the competency wheel
3. Select three to five competencies that you are interested in developing this year
4. Score your current proficiency level for each competency selected using the Microsoft Proficiency Level Rubric for the competency. To access the rubric, select the [individual competency](#)
5. Post a response to this assignment listing the three the competencies you selected. You will have an opportunity to change the selected competencies during the leadership class.

Step 2

During Class:

1. Select three competencies. Enter the competencies and the initial rubric scores for each competency on pages 3-5 of this document
2. Enter a target rubric score for each competency selected
3. Identify books and other resources you will use this year to assist you in developing each competency and enter this information in the appropriate areas on Pages 3-5 of this document.
4. Identify the actions you will take to ensure that you have the opportunity to practice developing each competency and enter this information in the appropriate areas on Pages 3-5 of this document.
5. Consider this the first draft of your plan. The plan should be updated as necessary throughout the year.

Step 3 – Development Plan Portfolio Assignment

After the first class and before the second class:

1. Update the information on pages 3-5 and ensure the first draft of your plan is complete enough to discuss with your mentor.
2. Share and discuss this document with your mentor and make changes as appropriate.
3. Use the first draft as the artifact for the **LSP-06 Portfolio Requirement and** write a reflection that discusses your experience developing the plan and how you will apply it this year.

Step 4 – Ongoing

1. As you complete each of the items in the plan, update the plan and write a brief reflection for each area.
2. Add new readings or actions throughout the year as appropriate, and continue to update your reflections.
3. Keep your mentor informed of your progress on this plan. You will use this information during the last class.

Competency # 1: Time Management

| Current Proficiency Level | Target Proficiency Level | End of Program Proficiency Level |
|---------------------------|--------------------------|----------------------------------|
| 1 | 3 | |

Resource Plan

Identify three or more resources you will use to develop this competency; books, trade associations, web resources etc.

| Resource | Target Date | Completion Date | How did the resource help improved your competency? |
|---|-------------|-----------------|---|
| Getting Things Done | 3/31/15 | | |
| The 7 Habits of Highly Effective People | 4/30/15 | | |
| Rework | 5/31/15 | | |

Action Plan

Identify three or more actions you take to develop this competency. Example: develop and deliver (X) presentations over (X) months and assess the result using the Microsoft Proficiency Level Rubric.

| Actions | Target Date | Completion Date | Assessment |
|---|-------------|-----------------|------------|
| Give away as much time-consuming work as you can: Delegate all things that don't need to be done by you. Empower others to do them. | 4/31/15 | | |
| Say "No" | 3/31/15 | | |

| | | | |
|-----------------------------------|---------|--|--|
| Implement Project Management Tool | 4/30/15 | | |
|-----------------------------------|---------|--|--|

Competency # 2: Motivating Others

| Current Proficiency Level | Target Proficiency Level | End of Program Proficiency Level |
|---------------------------|--------------------------|----------------------------------|
| 1.5 | 2.5 | |

Resource Plan

Identify three or more resources you will use to develop this competency; books, trade associations, web resources etc.

| Resource | Target Date | Completion Date | How did the resource help improved your competency? |
|---|-------------|-----------------|---|
| <i>Managers As Mentors – Building Partnerships for Learning</i> | 5/18 | | |
| <i>Developing Employees Who Love to Learn</i> | 6/15 | | |
| <i>Why This Horse Won't Drink.</i> | 7/15 | | |

Action Plan

Identify three or more actions you take to develop this competency. Example: develop and deliver (X) presentations over (X) months and assess the result using the Microsoft Proficiency Level Rubric.

| Actions | Target Date | Completion Date | Assessment |
|---|-------------|-----------------|------------|
| Invest some time: Allocate time to help others develop in areas of strengths, weaknesses, and | 4/1 | | |

| | | | |
|--|-----|--|--|
| competencies. Help them plan to improve or develop these areas. | | | |
| Delegate for development: Suggest tasks to others that helped you develop. Propose varied assignments and switching tasks with others. | 4/1 | | |
| Sell development: Convince others that tough, new, challenging, and different assignments are good for them. Convince them to break out of their comfort zone, even if they don't view a task as useful. | 5/1 | | |

Competency # 3: Building effective teams

| Current Proficiency Level | Target Proficiency Level | End of Program Proficiency Level |
|---------------------------|--------------------------|----------------------------------|
| 1 | 3 | |

Resource Plan

Identify three or more resources you will use to develop this competency; books, trade associations, web resources etc.

| Resource | Target Date | Completion Date | How did the resource help improved your competency? |
|---|-------------|-----------------|---|
| <i>The Five Dysfunctions of a Team: A Leadership Fable.</i> | 3/10 | | |
| <i>Cross-Functional Teams: Working With Allies,</i> | 6/30 | | |

| | | | |
|-------------------------------------|-----|--|--|
| <i>Enemies, and Other Strangers</i> | | | |
| <i>Remote</i> | 5/5 | | |

Action Plan

Identify three or more actions you take to develop this competency. Example: develop and deliver (X) presentations over (X) months and assess the result using the Microsoft Proficiency Level Rubric.

| Actions | Target Date | Completion Date | Assessment |
|--|-------------|-----------------|------------|
| Create a climate of innovation and experimentation | 7/30 | | |
| Build a sense of joy and fun for the team | ??? | | |
| Create a plan | ??? | | |

| Outcome | Checklist (Enter Y or N in the space provided) |
|--|---|
| LSP-06. Using resources available to assist in the development of leadership skills (e.g. the Microsoft Competency Wheel), demonstrate the ability to identify areas of growth and to develop an individual growth plan to address those areas over time. | <p>Has the student developed an individual development plan that:</p> <ul style="list-style-type: none"> — Identifies at least three competencies selected for growth? — Includes an initial and target score for each competency? — Identifies books and other resources the student will use to develop each competency? — Includes actions the student will take to develop each competency? — Includes target dates for completion of each planned action? — Includes a reflection for each competency? — Includes an Initial Proficiency Level and a Target Proficiency |

| Outcome | Checklist (Enter Y or N in the space provided) |
|---------|---|
| | Level for each competency? |