

Leadership Checklist

To complete the pathway, you will need to complete **six tasks** from the list below. Each task may have multiple requirements. You do not need to be in a formal leadership role to complete this pathway. By the end of this pathway you should:

- Gain leadership skills by understanding yourself and how you appear to others
- Learn the qualities of a good leader
- Identify skills you can use to strengthen your leadership style

Education

Leading Self: An important part of being a leader is being able to lead yourself. The objective of this section is to understand yourself and how others may perceive you. Start your leadership journey by viewing the “[Great Leadership Starts with Self-Leadership](#)” video to understand why it’s important to lead yourself.

- ☐ Take [Leading Yourself](#) course through LinkedIn Learning.
- ☐ Attend the Emotional Intelligence courses through the [Controller’s CPE program](#)
- ☐ Participate in [Crucial Conversations](#) provided by the [Ombuds Office](#). Share 3 takeaways with your supervisor.

Self-reflection: You may choose one self-assessment to start the journey of self-reflection.

- ☐ Take the [StrengthsFinder assessment](#) and share your top 5 Strengths with your supervisor.
- ☐ Participate in [True Colors](#). Share your True Color assessment results with your supervisor.
- ☐ Participate in a [Disc Assessment](#) provided by [CU Denver](#). Share information about the DISC Assessment and your results with your supervisor.

Leading Others: After learning more about yourself and your leadership style, you can start your development on leading others. The objective of this section is to learn the qualities of a good leader and identify skills that will strengthen your leadership style.

- ☐ Interview a leader who has completed the [Excellence in Leadership Program](#) using the interview guide found here.
- ☐ Attend any course provided by the [Controller’s CPE program](#) that you feel would help build your



leadership skills. Write the name of the course you have taken below. Please also use the space to provide 3 key takeaways from the course.

☐ _____

Take Away:

1.

2.

3.

- ☐ Complete the [Leadership and Management Graduate Certificate](#) (application required)
- ☐ Complete 5 courses and corresponding activities from the Leadership pathway in LinkedIn Learning. To find this pathway follow the steps below: Please attach any exercises that you complete from the Exercise Files. (This counts as one task)
 - 1. Log into the CU Employee Portal.
 - 2. Click CU Resources Home.
 - 3. Click Training.
 - 4. Click LinkedIn Learning.
 - 5. Click My Org.
 - 6. Click Collections.
 - 7. Click CU at the Top: Leadership Pathway.
 - 8. Take 5 courses from this pathway and list the course below. If there are associated activities in the "Exercise Files" section of the course, please complete these activities.
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

- ☐ Watch the TED Talk video [How Great Leaders Inspire Action](#) by Simon Sinek
- ☐ Enroll in a for credit course ([CU Tuition Assistance](#) **Note:** Not all courses are covered under CU Tuition Assistance. Please contact the campus registrar or bursar's office to find qualifying courses.)

CU Denver Course Catalog: <http://catalog.ucdenver.edu/>

CU Boulder Course Catalog: <https://catalog.colorado.edu/>

- ☐ MGMT3030 Critical Leadership Skills – CU Boulder
- ☐ CESR4000/4001 Leadership Challenges – CU Boulder
- ☐ BUSN6520 Leading Individuals and Teams – CU Denver



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- ☐ COMM4111 Theories of Leadership – CU Denver
- ☐ COMM4262 Mediation – CU Denver
- ☐ MGMT4350 Leading Organizational Change – CU Denver

Practice:

- ☐ Lead a volunteer event either outside of work or for your team. (Use [Volunteer Match](#) or [Just Serve](#) for ideas) Write the date of event and title below.
 - _____
- ☐ Grow your speaking skills and participate in [Toastmasters](#) for 6 months. Have the leader of your Toastmasters group sign the line.
 - _____
- ☐ Lead a departmental project big or small. (examples: provide training based on something you learned from the program, lead the weekly/monthly team meeting, be the lead on a new technology implementation)
- ☐ Participate on [System Staff Council](#)
- ☐ Create a 10 minute presentation on one important thing you learned regarding leadership from this program and present it to your team. Attach presentation to your completed checklist.

By signing my name below, I certify that I have completed all tasks to satisfy the requirements of this pathway.

Signature

Date



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