

Leadership Checklist

To complete the pathway, you will need to complete **six tasks** from the leading self and leading others sections and then complete **three tasks** in the practice section. 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

Defining Leadership:

Leadership is the art of guiding and inspiring a group of individuals towards a common goal or vision. As Simon Sinek eloquently put it, "Leadership is a skill...it is a practicable learnable skill." This insightful quote underscores the fact that leadership is not an innate trait but a skill that can be cultivated and honed through practice and continuous learning. A true leader possesses the ability to motivate, empower, and influence others, fostering a sense of purpose and direction. An essential aspect of effective leadership is fostering inclusivity. Inclusive leaders recognize the diverse perspectives and backgrounds of their team members, actively seek their input, and create an environment where everyone feels valued and heard. This commitment to inclusivity not only enriches the team but also leads to more innovative and sustainable solutions. Leadership transcends titles or positions; it is about setting an example through actions and being an empathetic and visionary presence. Effective leadership involves active listening, empathy, and the capacity to adapt and inspire, thereby driving positive change within organizations and communities. In essence, leadership is the catalyst that transforms a group of individuals into a cohesive, motivated, and purpose-driven team.

Please watch the following videos to expand your idea of what it means to be a leader. (ALL Required)

- ☐ [What Makes a Leader Great?](#) By Simon Sinek
- ☐ [Leader versus manager](#) By Simon Sinek
- ☐ [7 Leadership Lessons from Ted Lasso](#) by John Arnott
- ☐ [Stop Managing, Start Leading](#) by Hamza Khan
- ☐ [How Great Leaders Inspire Action](#) by Simon Sinek

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](#). 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. For coaching on your strengths contact Ashley Eschler.
- ☐ 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 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 University of Colorado.
 6. Scroll down to Collections or use the search bar at the top.
 7. Click or search for 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.

▪ _____
▪ _____



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

www.cu.edu/cu-top

- _____
- _____
- _____
- _____
- _____
- _____

- ☐ Enroll in a for credit course on leadership. ([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/>

Practice

Put your skills to the test: Select 3 of these options from below to start growing your skills in leadership.

- ☐ 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



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

www.cu.edu/cu-top