

Leadership Checklist

To complete the pathway, you will need to complete **six tasks** from the list below. Each task may have multiple requirements. Please note you do not need to be in a leadership role to complete this pathway.

Education

Leading Self:

- Attend the Emotional Intelligence courses through the [Controller's CPE program](#)
- Buy the StrengthsFinder book and take the class
- Participate in Real Colors or Disc Assessment
- Participate in [Crucial Conversations](#). Check out the [Ombuds Office](#) for details.

Leading Others:

- Complete the [Excellence in Leadership Program](#) (nomination required and available only to senior leaders)
- Attend the Moving into Change course through the [Controller's CPE program](#)
- Complete the [Leadership and Management Graduate Certificate](#) (application required)
- Complete the entire "Become a Leader" Learning Path on Lynda.com. Fill in the course titles you completed.
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- Complete three or more classes from the Leadership-1 playlist on Lynda.com:
 - Course: Developing Political Savvy
 - Course: Stepping Up to Leadership
 - Course: Leadership Insights from Dan Rockwell
 - Course: Body Language for Leaders
 - Course: Mentoring Others
- Complete two or more classes from the Leadership-2 playlist on Lynda.com:
 - Course: Executive Leadership
 - Course: Leading with Emotional Intelligence
 - Course: Thinking Like a Leader
 - Course: Risk-Taking for Leaders
- Watch the TED Talks video [How Great Leaders Inspire Action](#) by Simon Sinek
- Watch the video "Leadership in the Digital Era" in Skillssoft
- Enroll in a for credit course (CU Tuition Waiver):
 - MGMT3030 Critical Leadership Skills – CU Boulder
 - CESR4000/4001 Leadership Challenges – CU Boulder
- Read through the four [Leadership Toolkit](#) areas and choose 1 item to review from each in the Additional Resources section
- Watch 1 of the Leadership videos (YouTube):
 - [The 5 Levels of Leadership](#) by John Maxwell
 - [Why Good Leaders Make You Feel Safe](#) by Simon Sinek
 - [Everyday Leadership](#) by Drew Dudley

Practice:

- Lead a volunteer event either outside of work or for your team. (Use [Volunteer Match](#) or [Just Serve](#) for ideas)
- Grow your speaking skills and participate in [Toastmasters](#) for 6 months
- Lead a department team or project big or small
- Participate on [System Staff Council](#)

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

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EMPLOYEE SERVICES

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