

## 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.

□ \_\_\_\_\_

<p>Take Away:</p> <p>1.</p> <p>2.</p> <p>3.</p>
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- 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.

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- 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
- 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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