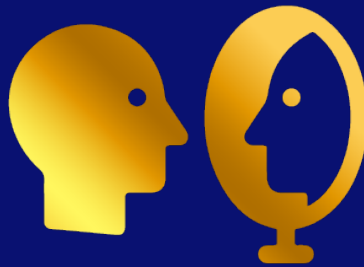




LEADERSHIP EXCELLENCE

TOOLKIT



1

**GROW YOUR
LEADERSHIP
SELF-AWARENESS**

HOW TO USE THE TOOLKIT

1. Cultivate Key Habits

This toolkit is designed to help you ***cultivate key habits*** to become the leader who inspires, influences, and leaves a permanent impact.

2. Learn from Golden Stars

Each Golden Star has a ***unique Toolkit***.

This is not a stand-alone resource. Use it in ***conjunction*** with the 10 Golden Stars to Leadership Excellence ***Book*** and/or ***Masterclass***.

Maximize this learning opportunity by ***answering*** the questions in the space provided, with ***honesty and self-reflection***.

3. Return to the Toolkit

Use the toolkit as a method to ***monitor your leadership growth***.

Regularly return to this toolkit to ***refresh your knowledge*** and compare past to present.



LEADERSHIP IS NOT MANAGEMENT

Difference between Management and Leadership

Recall the definitions of leadership and management.

Read the statements below and mark with an X to show which side you resonate with.



*Management
is the brain*



*Leadership
is the heart*

Management	X	Aspect	X	Leadership
Task-oriented; focuses on efficiency and effectiveness.		Focus		Vision-oriented; focuses on inspiration and direction.
Administers and maintains systems and processes.		Role		Inspires and motivates people towards a common goal.
Directive; instructs and controls team members.		Approach		Collaborative; encourages participation and empowerment.
Often hierarchical and structured.		Style		Adaptive and flexible, can vary based on the situation.
Typically focuses on short-term goals and objectives.		Decision-Making		Emphasizes long-term vision and strategic thinking.
Transactional; based on authority and obedience.		Relationship		Transformational; builds trust and fosters innovation.
Ensures tasks are completed efficiently.		Outcome		Drives change and innovation for organizational growth.
A manager ensures that a project meets deadlines.		Example		A leader inspires a team to achieve a shared vision.

DISCOVERING YOUR LEADERSHIP VALUES

Leadership Values

Consider these questions to help you explore what leadership means to you. Include a word or statement that clarifies your leadership values.



Questions to ponder . . .	Answer
1.How do you define leadership? <i>Think about what leadership means to you. What words or phrases come to mind?</i>	
2.What qualities do you believe a good leader should possess? <i>Reflect on the traits and characteristics you admire in other leaders. These might be qualities such as empathy, resilience, or strategic thinking.</i>	
3.What is your leadership philosophy? <i>A leadership philosophy outlines your fundamental beliefs about leadership and how you intend to lead. What is your approach to leading others?</i>	
4.What are your core leadership values? <i>Consider the principles that guide your leadership approach. This might include values such as integrity, innovation, or inclusivity.</i>	
5.How do your personal values align with your leadership values? <i>Reflect on how your personal values inform your leadership. How do these values influence your decisions and actions as a leader?</i>	

DISCOVERING YOUR LEADERSHIP VALUES

Leadership Values Continued.

Consider these questions to help you explore what leadership means to you. Include a word or statement that clarifies your leadership values:



Questions to ponder . . .	Answer
<p>6.Who are the leaders that inspire you and why?</p> <p><i>Think about the leaders you admire, either in your personal life, your career, or in the public sphere. What specific qualities or actions of theirs inspire you?</i></p>	
<p>7.How do you want to be perceived as a leader?</p> <p><i>Consider how you want others to view you as a leader. How does this align with your current leadership style and actions?</i></p>	
<p>8.What does success look like to you as a leader?</p> <p><i>Reflect on what you want to achieve as a leader. This might include specific goals or more abstract concepts, such as empowering others or driving innovation.</i></p>	
<p>9.How do you handle failure or setbacks as a leader?</p> <p><i>Consider how you react when things don't go as planned. This can reveal a lot about your resilience and adaptability as a leader.</i></p>	
<p>10.How do you inspire and motivate others?</p> <p><i>Reflect on the strategies you use to encourage your team. How effective have these strategies been?</i></p>	

SEVEN STRATEGIES FOR CONTINUOUS LEARNING

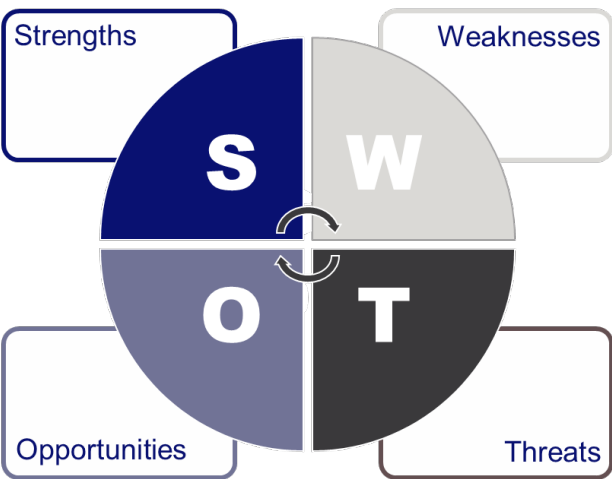
Journey Steps	How? Write down your strategy.
1.Be Reflective: <i>Reflect on the feedback you have received. Consider what's working, and what's not, and identify areas for improvement.</i>	
2.Stay Curious: <i>Read widely, attend workshops, participate in discussions, and continuously explore new knowledge.</i>	
3.Be Adaptive: <i>In a rapidly evolving world, your leadership approach should be flexible enough to adjust to changing circumstances, team needs, and organizational goals.</i>	
4.Stay Resilient: <i>Not all your leadership practices will yield immediate results. Reflect on what worked in the past and what did not.</i>	
5.Foster Collaboration: <i>Encourage diverse viewpoints and foster a culture of open dialogue and shared decision-making.</i>	
6.Practice Empathy: <i>Define how to include empathy in your practice.</i>	
7.Commit to Lifelong Learning: <i>Set personal development goals, engage in self-directed learning, keep expanding your knowledge and skills.</i>	

NURTURE YOUR GROWTH MINDSET

SWOT Analysis

A practical way to start your personal development plan is to conduct a SWOT analysis.

Write down your strengths, weaknesses, opportunities and threats in the space provided.



Strengths

Weaknesses

Opportunities

Threats

FIVE EMPOWERING RESOURCES

External Influences

Use the spaces provided to reflect on how you will further your leadership journey.



How do you prefer to learn about leadership?

Are you aware of mentorship opportunities in your work or social environments? What are they?

Commit to sign up and attend the next networking event.

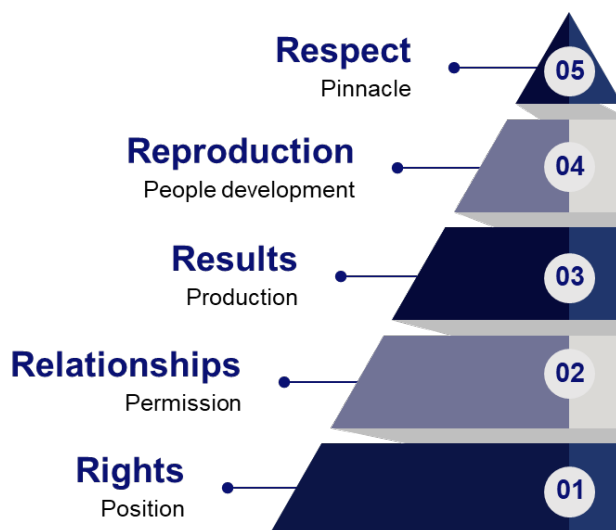
Reflect on a scenario where you experienced good leadership. What were the elements that contributed to this success?

Think about feedback you have received that pointed to your ability to lead a team. What did you learn from that?

MAXWELL'S 5 LEVELS OF LEADERSHIP

What is your level?

We have learned about the 5 levels of leadership defined by Maxwell. Spend some time and answer these questions to help you assess your current state and how to achieve your leadership goals.



Which level of leadership do you believe you've achieved?

What actions can you take to get to the next level?

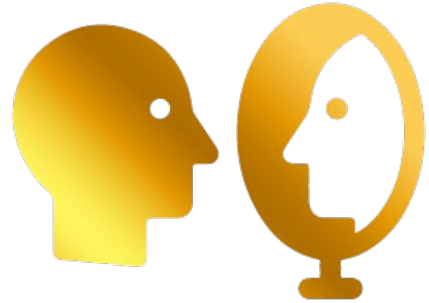
How does your current leadership level affect your team and your organization?

Define a strategy to apply these levels to develop other leaders in your organization?

SELF-REFLECTION: LEADERSHIP FOUNDATIONS

Reflecting on Leadership

Take a few moments to define your understanding of leadership and compare it with what has been covered in this session.



Define your understanding of leadership.

*What elements of your definition align with the content presented?
In what ways might you need to evolve?*

Review the 5 Levels of Leadership.

On which level would you place yourself? What behaviors or actions contribute to your self-assessment? Write down some specific examples.

SELF-REFLECTION: LEADERSHIP FOUNDATIONS

Values Alignment

Identify your personal and professional values and consider how they align with your leadership practices.



Your personal values:

Your professional values:

Include examples of how your values have influenced your decisions and actions as a leader.

Identify any instances where your actions as a leader might have conflicted with your values.

What caused this misalignment, how did you address it, and what did you learn from the experience?

S

SPECIFIC

M

MEASURABLE

A

ATTAINABLE

R

RELEVANT

T

TIME-BOUND

GOALS

Set 2–3 SMART goals to improve your leadership skills.

For example, if you want to strengthen your Level 4 leadership (People Development), a SMART goal might be:

“Over the next six months, I will dedicate four hours per week to enhancing professional development opportunities for my team, encouraging or enabling them to attend webinars, read industry-related literature, or take relevant online courses.”