

"The Right Qualities"



Optimizing Leadership

ALIGNMENT

MI-School Improvement Framework

IA 1, 2, 3, 5, 6 IB 1, 4-5

IIA 5-6 IIB 1-4

IIIA 1 IIIB 1-3

Education Competencies 1, 3, 5, 6

ABSTRACT: This course provides the leadership foundation for the MI-LIFE Curriculum. Leaders will focus on self-awareness as they journey through interactive, introspective reflection on their leadership skills, behaviors and responsibilities. Since each journey into leadership is unique, every traveler will chart his/her own course based on the personal data which emerges from collected information.

GOAL: Stimulate, inspire and challenge educational leaders to confront and cultivate their *personal/ professional* leadership capacity.

OBJECTIVES: The learner will

1. Assess prior knowledge and create a common understanding of effective leadership competencies
2. Identify specific behaviors that reflect the concepts of effective leadership.
3. Examine and discuss research on effective leadership
4. Develop an online survey to assess learners' leadership competencies based on the SI Framework, MS Education Competencies (Individual Excellence Components) and Interpersonal Relationships.
5. Collect, review and analyze data to determine personal leadership capacity
6. Construct a personal profile of leadership capacity
7. Analyze individual profile
8. Evaluate profile in relation to standards/research on effective educational leadership.
9. Create a self-improvement plan based on personal profile

PRE-REQUISITE KNOWLEDGE {from preceding course(s)}

1. Understanding of
 - a. MI School Improvement Framework Leadership Standards
 - b. Microsoft Education Competencies
2. Ability to use the following technology applications and tools:
 - a. Word Processing
 - b. Flash drive
 - c. Online Survey Tool
 - d. Wikis
 - e. Graphic Organizer

COURSE FORMAT

Optimizing Leadership requires two days of face-to-face sessions with one inter-session between the in-class days during which learners will complete specific assignments.

COURSE OVERVIEW

Session 1

1. Introduction/overview of course
2. Focus on introspection
3. Assess prior knowledge to create a common understanding of effective leadership competencies using a collaboration technology tool, WIKI
4. Identify examples of behaviors that are evidences of effective/successful leadership qualities (behaviors that promote or inhibit leadership success) from Videos/Case Studies
5. Create Graphic Concept Map to illustrate the behaviors the learner believes s/he exhibits as an effective leader in each category and save results to flash drive
6. Select a Critical Friend
7. Review concept map to identify commonalities between self reflection and research. Discuss with "critical friend"
8. SEGUE to the development of a personalized survey that will be administered to two different populations
9. Determine two populations to which the survey will be administered
10. Create a survey (initial development)
11. Practice creating questions
12. Practice accessing raw data and analyzing data from survey results

Inter-Session

1. Complete the development of the survey
2. Submit to instructor for approval
 - a. Populations to be surveyed
 - b. Final survey
3. Determine the process to administer survey, i.e. how will the survey be administered (staff meeting, email announcement, etc.
4. Administer survey
5. Review the data against the leadership categories: SI Framework, MS Education Competencies and Interpersonal Relations:
 - *What does the data you've collected "tell" you about your leadership as perceived by others?*
 - *Did one group surveyed respond differently from the other?*
 - *Were there significant differences in the categories?*
 - *What overall areas of strength are evidenced by the data?*
 - *What overall areas of weakness are evidenced by the data?*
6. Write a one-page analysis of the results based on the questions above. Save to flash drive

Session 2:

1. Critical Conversation: Discuss the most significant findings from surveys
2. Analyze and interpret data from survey using gap analysis (Current Reality vs. Desired State)
3. Determine *Gap* between desired state and reality
4. Brainstorm the driving and restraining forces to closing the *Gap* using a Force Field Analysis strategy
5. Develop a personal profile
6. Develop Action Plan for improvement (what, why, how, by when, method of measurement)