

CFACTOR
community

Your Leadership
Portfolio



Your Leadership Portfolio: Getting Started

Welcome to the C Factor. We take leadership development seriously. For the last twenty years, our team has worked with leaders at every level of an organization—emerging, established, and executive. We have the good fortune of knowing phenomenal people who are the epitome of what I look for in a great leader. As you might expect, we have worked with other leaders who just don't get it. In between these two extremes lies a variety of leaders who feel the daily challenges that come with leading with confidence. Like most of leaders, you have strengths and areas to learn and grow through building skill sets.

No matter where you are as a developing leader, taking your development seriously is an ongoing (and never ending) task. You cannot lead from homeostasis. Leaders who fail to evolve may survive for a while, but they will never thrive. And in today's competitive marketplace, where everyone is looking for a space to declare their own, you must know your purpose, where you are most powerful, and you are required to tap your potential! As an established leader (managers/supervisors/team leaders) your role is critical to the success of your team and your organization.

Your Leadership Portfolio is the starting place for becoming a confident leader, the kind who can show up in any room and inspire others, not just with what you say but by your actions too. To get there, you need to know yourself, both the good and the bad. You will complete a variety of assessments all meant to help us determine how you lead. Out of these assessments we will create YOUR custom Confident Leader Plan.

You will complete SIX Assessments to create your Leadership Portfolio + create a custom action plan that is designed around your needs as an established leader.

1. The Clifton Strengths Full 34 Assessment
2. The VIA Values Assessment
3. The Bravo cc EQ Assessment: Self Report + Three Evaluators
4. The Confident Communicator
5. Conflict Management
6. The Workplace Appreciation Language Assessment (Love Language)
7. Your Leadership Action Plan

Leadership Portfolio Checklist:

1. Create a folder on your desktop with your first and last name.
2. Add all documents to the folder.
3. When you complete all assessments upload to Google Docs and share the link.

Assessment #1: Clifton Strengths Assessment

- Complete the Clifton Strengths Assessment using the Code provided to you by email (See instructions on p. 6)
- Download your report and add to the Folder on your Desktop.
- READ the report in Full. Using a HIGHLIGHTER mark up anything that “sounds just like me...”
- Make note of questions you have about the assessment for your office hour.
- Watch the Narrated Video for Clifton Strengths Assessment: https://drive.google.com/file/d/14SLTsUNaQGMdSNiPjfw8tND2S5_fq6TI/view?usp=sharing
- Attend this week's Office Hours.

My TOP FIVE Strengths are:

My Strengths 6–10 are:

My Sentence to remember my TOP FIVE strengths (explained in video)



Clifton Strengths

The CliftonStrengths assessment is a Web-based assessment of normal personality from the perspective of Positive Psychology. It is the first instrument of this type developed expressly for the Internet.

As a leader, the Clifton Strengths Assessment is a powerful tool for building confidence. A strengths mindset will serve you well during times of “normal” (haha is there such a thing?) and during times of change, disruption, and even uncertainty. Taken by more than 23 million people across the globe, Clifton Strengths has proven to be a reliable way to measure talent and provides a path for turning your talents into strengths.

Complete these reflection questions for your Clifton Strengths Assessment.

1. We will focus on your TOP FIVE. Which of the top five do you identify with most and why?

2. Is there a strength in your TOP FIVE you have yet to claim and aim? If so, which one and where do you struggle to understand this strength?

3. The Three Es of strengths: I enjoy doing this, it comes easy to me, I put out an excellent product. Looking at your strengths, which ones meet all three criteria? Give examples.

4. How do you use your TOP FIVE Strengths in your current job?

5. What questions do you have about your full report that you would like to discuss?

Instructions for Completing Clifton Strengths Assessment:

You're invited to take Gallup's CliftonStrengths assessment. This assessment is a powerful online tool that helps individuals identify, understand and maximize their strengths.

Please follow these steps to take the CliftonStrengths assessment and discover your strengths:

1. Visit Gallup Access at <https://my.gallup.com>
2. Click the Redeem Access Code button at the top of the page.
3. Copy and paste the access code [CODE] on the Enter Access Code page, and then click Continue.
4. Sign in to your account, or register a new account if you don't have one.

After signing in, you will be able to take the CliftonStrengths assessment.

Please give yourself 45 minutes of quiet, uninterrupted time to complete it.

If you encounter any issues or require assistance, please contact the Gallup Support Team at https://my.gallup.com/_Home/Help