

Instructions

Step 1

Before attending the first CTO Mentor Program class:

1. Download and review the [Microsoft Competency Wheel](#)
2. Go to the Microsoft Website and review the [Six Core Qualities](#) of Education Leaders and the competencies that make up the competency wheel
3. Select three to five competencies that you are interested in developing this year
4. Score your current proficiency level for each competency selected using the Microsoft Proficiency Level Rubric for the competency. To access the rubric, select the [individual competency](#)
5. Post a response to this assignment listing the three the competencies you selected. You will have an opportunity to change the selected competencies during the leadership class.

Step 2

During Class:

1. Select three competencies. Enter the competencies and the initial rubric scores for each competency on pages 3-5 of this document
2. Enter a target rubric score for each competency selected
3. Identify books and other resources you will use this year to assist you in developing each competency and enter this information in the appropriate areas on Pages 3-5 of this document.
4. Identify the actions you will take to ensure that you have the opportunity to practice developing each competency and enter this information in the appropriate areas on Pages 3-5 of this document.
5. Consider this the first draft of your plan. The plan should be updated as necessary throughout the year.

Step 3 – Development Plan Portfolio Assignment

After the first class and before the second class:

1. Update the information on pages 3-5 and ensure the first draft of your plan is complete enough to discuss with your mentor.
2. Share and discuss this document with your mentor and make changes as appropriate.
3. Use the first draft as the artifact for the **LSP-06 Portfolio Requirement and** write a reflection that discusses your experience developing the plan and how you will apply it this year.

Step 4 – Ongoing

1. As you complete each of the items in the plan, update the plan and write a brief reflection for each area.
2. Add new readings or actions throughout the year as appropriate, and continue to update your reflections.
3. Keep your mentor informed of your progress on this plan. You will use this information during the last class.

Competency # 1: Organizational agility

Current Proficiency Level	Target Proficiency Level	End of Program Proficiency Level
Intermediate	Advanced	

Resource Plan

Identify three or more resources you will use to develop this competency; books, trade associations, web resources etc.

Resource	Target Date	Completion Date	How did the resource help improved your competency?
Read a Book	7/1/2015		
Attend 2 professional association meetings	11/1/2015		
Attend a professional conference	12/1/2015		

Action Plan

Identify three or more actions you take to develop this competency. Example: develop and deliver (X) presentations over (X) months and assess the result using the Microsoft Proficiency Level Rubric.

Actions	Target Date	Completion Date	Assessment
Read Book: Wake Me When It's Time to Work: Surviving Meetings, Office Games, and the People Who Love Them	7/1/2015		
Attend 2 Women's Leadership Network, ACSA region 8	11/1/2015		
Continue to attend CETPA conference to gain more information and network with others.	12/1/2015		

Competency # 2: Developing others

Current Proficiency Level	Target Proficiency Level	End of Program Proficiency Level
Intermediate	Advanced	

Resource Plan

Identify three or more resources you will use to develop this competency; books, trade associations, web resources etc.

Resource	Target Date	Completion Date	How did the resource help improved your competency?
SCCOE leadership team; Director who is my manager	7/1/2015		
My direct reports	8/1/2015		
Read a Book	9/1/2015		

Action Plan

Identify three or more actions you take to develop this competency. Example: develop and deliver (X) presentations over (X) months and assess the result using the Microsoft Proficiency Level Rubric.

Actions	Target Date	Completion Date	Assessment
Learn by observing others. Objectively study what they do.	7/1/2015		
Fairly and accurately appraise my staff: Suggest competency development based upon honest assessment of their strengths and weaknesses. Human resources departments offer good tools. – <u>I have to do 8 appraisals</u>	8/1/2015		
Read the Book <i>Mentor's guide and find ways to incorporate key ideas.</i>	9/1/2015		

Competency # 3: Time Management

Current Proficiency Level	Target Proficiency Level	End of Program Proficiency Level
Intermediate	Advanced	

Resource Plan

Identify three or more resources you will use to develop this competency; books, trade associations, web resources etc.

Resource	Target Date	Completion Date	How did the resource help improved your competency?
My direct reports	7/1/2015		
SCCOE leadership; My director	7/1/2015		
Read a Book	7/1/2015		

Action Plan

Identify three or more actions you take to develop this competency. Example: develop and deliver (X) presentations over (X) months and assess the result using the Microsoft Proficiency Level Rubric.

Actions	Target Date	Completion Date	Assessment
Get feedback from my direct reports.	7/1/2015		
Request feedback from my Director, and incorporate in my project planning.	7/1/2015		
Read Book and grasp key concepts: It's Hard to Make a Difference When You Can't Find Your Keys: The Seven-Step Path to Becoming Truly Organized.	7/1/2015		

Outcome	Checklist (Enter Y or N in the space provided)
<p>LSP-06. Using resources available to assist in the development of leadership skills (e.g. the Microsoft Competency Wheel), demonstrate the ability to identify areas of growth and to develop an individual growth plan to address those areas over time.</p>	<p>Has the student developed an individual development plan that:</p> <ul style="list-style-type: none"> — Identifies at least three competencies selected for growth? — Includes an initial and target score for each competency? — Identifies books and other resources the student will use to develop each competency? — Includes actions the student will take to develop each competency? — Includes target dates for completion of each planned action? — Includes a reflection for each competency? — Includes an Initial Proficiency Level and a Target Proficiency Level for each competency?