

KIPP King Leadership Class: Individual Learning Plan

This document will be used to measure your personal growth and drive our lessons throughout the year. At the end of each quarter you will re-rate yourself in each competency category and reflect in-depth about where you have grown and how you would still like to develop. Keep this document in a safe place, we will use it and refer to it often! It will be your leadership guidepost!

*Adapted from the KIPP Leadership Competency Model---real KIPP school leaders all over the country use this to evaluate their progress!

School Focus

- **HIGH EXPECTATIONS.** Expresses high expectations for all teammates and expresses belief in their potential to grow.
- **STUDENT BEST INTERESTS.** Seeks to understand the needs and motivations of King students, and makes decisions with student best interests and needs in mind.
- **COMMITMENTS.** Keeps commitments made to and ensures that others do the same.
- **RESPECT.** Establishes and maintains a culture where everyone is treated with respect.
- **RELATIONSHIPS.** Establishes and maintains strong relationships with students, teachers, and staff.

Total: _____
Reflection/Notes:

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Critical Thinking and Problem Solving

- **GATHERING INFORMATION.** Gathers information from multiple relevant sources and stakeholders when problem-solving.
- **SORTING OUT COMPLEXITY.** Identifies useful relationships among complex data from unrelated areas.
- **ANTICIPATING PROBLEMS.** Anticipates and identifies problems in a timely manner.
- **BREAKING DOWN INFORMATION.** Breaks complex information and problems into parts.
- **ANALYSIS.** Analyzes, reflects upon, synthesizes, and contextualizes information.
- **WEIGHING OPTIONS.** Weighs pros and cons of multiple options to solve complex problems. Turns “either/or” options into “AND” decisions when possible.

Total: _____

Reflection/Notes:

Decision Making

- **PROCESSES.** Establishes decision-making processes.
- **CONSEQUENCES.** Considers both the longer-term and unintended consequences of potential decisions.
- **SENSE OF URGENCY.** Makes timely decisions, using intuition as well as data in the face of ambiguity.
- **COMMUNICATING.** Timely conveys decisions to relevant stakeholders and takes follow-up actions to support decisions.
- **DIFFICULT CHOICES.** Willingly makes and stands by controversial decisions that benefit the school
Shares understanding of the rationale for decisions, particularly when consensus cannot be reached.

Total: _____

Reflection/Notes:

Planning and Execution

- **BACKWARD PLANNING.** Methodically backward plans to achieve short- and long-term goals.
- **RESOURCES.** Accurately scopes and secures resources needed to accomplish projects.

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- **PRIORITIZING.** Manages time and resources effectively, prioritizing efforts according to goals.
- **ACCOUNTABILITY.** Regularly compares actual progress to planned milestones and adjusts plans accordingly, holding himself and others accountable.
- **CONTINGENCY/BACKUP PLANS.** Proactively develops contingency/backup plans in advance of potential or unforeseen circumstances.

Total: _____
Reflection/Notes: _____

Stakeholder Management

- **NETWORKING.** Seeks opportunities to work with a wide range of individuals to achieve common goals and better outcomes.
- **DEVELOPING RELATIONSHIPS.** Develops mutually beneficial relationships and partnerships based upon trust, respect, and achievement of common goals.
- **TRUST.** Gains the trust of key stakeholders by active listening and seeking to understand their views and needs.
- **RESPECT & APPRECIATION.** Consistently demonstrates respect and appreciation for others by empathizing, valuing their time and contributions, being available and responsive to their needs.

Total:

Reflection/Notes:

Communication

- **LISTENING.** Listens attentively. Seeks to understand other's point of view and confirms understanding.
- **SYSTEMS.** Establishes and/or uses communication systems that proactively engage key stakeholders, and rely upon a variety of appropriate channels.
- **WRITING.** Writes clearly, concisely and persuasively. Uses correct grammar, vocabulary and a tone that is appropriate to the message and audience.
- **SPEAKING.** Speaks in a compelling and articulate manner, adapting communication content and style to different audiences.

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Impact and Influence

- **ADAPTING STYLE.** Adapts personal leadership style/approach to influence others.
- **MAKING A CASE.** Appeals to emotions and/or reason using data, concrete examples, and demonstrations to make a compelling case for his or her position.
- **ANTICIPATING & PERSUADING.** Anticipates reactions and addresses concerns of others to help persuade them to move toward a goal.
- **MOTIVATING ACTION.** Stimulates others to take action and accomplish goals, even when no direct reporting relationship exists.
- **BUILDING COALITIONS.** Builds coalitions to garner support by aligning proposals/ideas with the needs and priorities of others.

Total:

Reflection/Notes:

Self-Awareness

- **INSIGHT.** Understands his/her own strengths and weaknesses.
- **BALANCING STRENGTHS AND WEAKNESSES.** Balances personal strengths and weaknesses with the strengths and weaknesses of others.
- **SEEKING GROWTH.** Seeks constructive feedback and other opportunities for self development.
- **UNDERSTANDING PERCEPTIONS.** Understands how others perceive his/her actions, comments, and tone.

Total:

Reflection/Notes:

Cultural Competence

- **RESPECTING COMMUNITY.** Demonstrates knowledge of and respect for the cultures of the community served.
- **INCLUSIVENESS.** Creates an inclusive environment that respects the culture and community of the students being served.

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- ⋮ **ADJUSTING BEHAVIOR.** Adjusts behavior according to cultural norms and cues.
- ⋮ **WORKING CROSS-CULTURALLY.** Communicates and works effectively with those from diverse backgrounds.
- ⋮ **VALUING DIVERSITY.** Creates and sustains an environment in which people from diverse backgrounds and perspectives can succeed.

Total:

Reflection/Notes:

Direction Setting

- ⋮ **VISION, MISSION, VALUES AND GOALS.** Establishes, articulates, aligns, and/or teaches King's vision, mission, values and goals.
- ⋮ **INSPIRING OTHERS.** Inspires and gains the commitment of others towards the vision, mission, values and King's goals.
- ⋮ **MODELING.** Models values and strong character at all times.
- ⋮ **BUILDING CULTURE.** Integrates programs, rituals, and visual artifacts that represent the values throughout King.
- ⋮ **NEW OPPORTUNITIES.** Anticipates and seizes new opportunities that are aligned with strategic goals.
- ⋮ **MANAGING CHANGE.** Manages change by seeking to understand its effects upon the organization and key stakeholders, by guiding others through change, and by Adapting to change.

Total:

Reflection/Notes:

Total: ____/

Team Leadership

- ⋮ **CLARIFYING.** Clarifies roles, accountabilities and decision-making among team members.
- ⋮ **DELEGATION.** Delegates tasks to appropriate individuals or groups.
- ⋮ **COLLABORATION.** Promotes collaboration among team members. Encourages others to cooperate and coordinate efforts.
- ⋮ **ENCOURAGING INITIATIVE.** Encourages others to proactively solve problems and take initiative.

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- **CONFLICT.** Models and encourages others to manage conflict openly and productively.
- **MEETINGS.** Leads team meetings.
- **CELEBRATING TEAM.** Prioritizes team morale and productivity, celebrating team accomplishments.

Achievement Orientation

- **CHALLENGING GOALS.** Demonstrates high expectations by setting challenging goals for him or herself and others.
- **INITIATIVE.** Takes initiative, going above and beyond typical expectations and making necessary sacrifices to achieve exceptional results.
- **FOLLOW THROUGH.** Follows through on commitments and promises with an appropriate sense of urgency.
- **RESILIENCE.** Demonstrates tenacity, persevering through significant challenges to reach goals. Supports perseverance in others.
- **FLEXIBILITY.** Demonstrates flexibility when plans or situations change unexpectedly. Effectively adjusts plans to achieve intended outcomes.
- **FOCUS ON RESULTS.** Focuses upon results and how they are achieved. Does not confuse effort with results.

Total: _____

Reflection/Notes:

Continuous Learning

- **LEARNING.** Takes responsibility for behavior, mistakes, and results, learns from successes and failures, and teaches others to do the same.
- **RISK TAKING.** Takes calculated risks and teaches others to do the same.
- **DATA-BASED IMPROVEMENTS.** Uses data to accurately assess areas for improvement and teaches others to do the same.
- **RESEARCH.** Uses research to inform practices.
- **IMPROVEMENT.** Continuously and humbly seeks opportunities for personal and group improvement. Proactively solicits and willingly accepts assistance.
- **INNOVATION.** Values and encourages creative and innovative ideas.
- **SHARING.** Promotes and contributes to a culture of sharing effective practices within groups and the outside community.
- Total: _____

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