Pre-Assignment

Complete the following assignments before your upcoming workshop on **Women and Leadership: Owning your Strength and Skills**. Bring your completed assignments with you.

Pre-Assignment One: Reflection Journal

A great way to add reflection to your work practice is to keep a Reflection Journal.

For the five days prior to this course, use a notebook to record events at work that include:

* Examples of your leadership
* Examples of another person’s leadership
* Situations where clear leadership could have improved the outcome

Reflect on the following questions:

* What skills did you bring to the situation?
* What skills could you have brought to the situation?
* What skills do you think you need to acquire or strengthen? Why?

Pre-Assignment Two: Strengths and Abilities

We all have strengths and skills. Sometimes people around us can recognize strengths and skills in ourselves that we may miss. Ask two people — someone from your workplace environment such as a supervisor or co-worker, and someone from your personal life, such as a family member or close friend — to fill out a Strengths and Abilities checklist, recording your strengths and skills. Have them seal their completed forms in an envelope and bring these to the workshop with you.