

## 2013/2014 Academic Affairs Leadership Discovery Group (AALDG)

### Overview

In April 2013, a professional development activity was created for faculty and staff in the Academic Affairs Division. The program was designed by one of the Provost's Academic Affairs Administrative Fellows with input from the Provost. The fellow ran the program.

The focus was on helping participants better understand their readiness for leadership and/or an administrative position. A key word in the name of this group is "discovery;" the program is intended to help employees discover their interest and readiness for a leadership position and creating a path for realizing that goal. The AALDG started in May 2013 with 77 faculty and staff from the Academic Affairs Division; approximately 39 people remained active throughout the 2013/2014 academic year.

### Details about the AALDG and the Activities of the 2013/2014 Cohort

**Program Start:** An announcement was sent to everyone in the Academic Affairs Division (over 1,400 people) on April 9, 2013, asking interested people to apply to the program (<http://www.surveymonkey.com/s/3LMP5JM>). The goal was to get 50 people involved; 80 people applied. After discussion with the Academic Affairs Leadership Team (Provost, AVP, and Deans) a decision was made to invite all 80 to participate.

A kick off meeting was held on May 14, 2013 at the lunch hour. At that time, 77 people indicated they wanted to participate. Participants were welcomed by the Provost, an overview to the program was provided, and the importance of self discovery to leadership was explained. Each participant received

related area. Participants had opportunities to learn from university administrators, others in

March 7, 2014– a panel of SJSU

Followed by questions

# LEADERSHIP CAREER ACTION PLAN

## SELF ASSESSMENT

	Action	Specifics	Deadline	Comments
	Increase EQ	Complete assessment in EQ 2.0 book Write down 3 actions to focus	11/1/13 Jan/Feb	
	Understand and acknowledge my personality type and traits	Read the Enneagram book – identify my type and gain understanding of other types Find other books to help me		
	Ask a co worker to provide feedback on how I deal with others and react in difficult situations.			
	I have a set of values to help guide me in decision making.			

Possible items to address in my Self Assessment Plan – listening skills, empathy, flexibility, time management, patience, self management, relationship management, strengthening skills and attitudes that help people respect me and want to follow me.  
Resources: Emotional Intelligence 2.0, Seven Habits of Highly Effective People, asking others to assess me

SKILLS TO DEVELOP

	Action	Specifics	Deadline	Comments

Possible items to address in my Skills To Develop Plan— budgeting, resource management, technology and use of software tools, presentations skills

Resources workshop on and off campus, courses at a community college, books, join a professional organization in your field or discipline or in the community and work your way up to leadership positions.

KNOWLEDGE BASE TO DEVELOP

	Action	Specifics	Deadline	Comments
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EXPERIENCES TO GAIN

	Action	Specifics	Deadline	Comments

Possible items to address in my Experiences to Gain Plan – strategic planning, diversity initiative, personnel management (hiring, evaluation, etc.)

Resources sign up to serve on a recruitment and/or evaluation committee; join a campus committee; when candidates are on campus for open forums – attend;

STRATEGIZING

	Action	Specifics	Deadline	Comments
	Know the job market for my goal	Read ads in Chronicle of Higher Ed  Check websites of universities I'm interested in (HR website)		

Be sure others know my