# 6. LEADERSHIP

Leverage the strengths of others to achieve common outcomes or goals, and use interpersonal skills to encourage others. The individual is able to assess their emotions; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

| | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 | LEVEL 6 |
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| **6.1 Organize a team to work effectively** | *With guidance,* I can say what I think our goal is.<br><br>*With guidance,* I can help make sure my partners/teammates know what we're supposed to do. | I can make **sure each teammate hears and understands the** goal and task we've been given.<br><br>I can **work with my team to set a date for when we'll finish our team task.** | I can lead my team **in creating a goal statement together, based on project information provided.**<br><br>I can work with my team **to break the task into parts ("milestones"), and set due** dates **for each milestone.** | I can **facilitate a timely team process** for creating a **SMART** goal **that clarifies how well we will complete the task.**<br><br>I can work with my team to **build a project plan** that includes milestones, due dates, **and key tasks.**<br><br>**I can lead the team in assessing resources needed** (e.g., time, people, equipment) **for successful completion.** | I can facilitate a timely team process for creating a **series of** SMART goals **designed to help us successfully measure multiple dimensions of our progress on a project.**<br><br>I can work with my team to **use digital tools** to build a **detailed** project plan that includes milestones, due dates, and key tasks.<br><br>I can lead the team in assessing resources needed (e.g., time, people, equipment) for successful completion, **and establishing processes for monitoring our progress.**<br><br>**I can facilitate a discussion to help surface different preferences, needs, and/or strengths to help us work well together as a** team. | I can facilitate a timely team process for creating a series of SMART goals designed to help us successfully measure multiple dimensions of our progress on a project.<br><br>I can work with my team to use digital tools to build a detailed project plan that includes milestones, due dates, and key tasks, **making adjustments to our plan as needed throughout the project**.<br><br>I can lead the team in assessing our readiness for the project, **as well as assessing resources needed** (e.g., time, people, equipment) for successful completion, and establishing processes for monitoring our progress **individually and collectively.**<br><br>I can facilitate a discussion to help surface different preferences, needs, strengths, **cultural differences and/or power dynamics** (e.g., gender, language, race) **to help us build a shared understanding** and work well as a team. |
| **6.2 Encourage, guide, and motivate others** | *With prompting,* I can see if anyone needs help.<br><br>I can say what I like about someone else's work. | As we are working, I can **check in to see how my teammates are doing** and offer to help if they need it.<br><br>I can **encourage my teammates** and say what I like about their work. | As we are working, I can check in to see how my teammates are doing, **and I can give feedback based on our deadlines and our goals.**<br><br>I can encourage my teammates **and offer specific support.** | As we are working, I can regularly check in to see how my teammates are doing, **using criteria to give feedback**.<br><br>I can encourage my teammates and offer specific support, while reiterating expectations and goals. | As we are working, I can **regularly** check in to see how my teammates are doing, use criteria to give **ongoing** feedback, **and adjust roles or responsibilities as needed.**<br><br>I can **individualize** supports and encouragement for team members, while reiterating expectations and goals **and other important messages related to the tas**k. | As we are working, I can regularly check in to see how my teammates are doing, use criteria to give ongoing feedback, and adjust roles, responsibilities, **or short-/long-terms goals** as needed.<br><br>I can individualize supports, encouragement, **and feedback based on my knowledge of and relationship with each team member**, and reiterate expectations and goals and other important messages related to the task.<br><br>**I can create opportunities for the team to connect or get to know each other more personally.** |
| **6.3 Organize, prioritize, and delegate work** | *With guidance,* I can help make sure we each understand our special job/role. | I can make sure each teammate understands their role or job **before we begin.**<br><br>**I can check in with team members to ensure that they share their work with each other.** | I can **work with teammates to identify their strengths and interests** to make sure everyone has a role **in which they can be successful**.<br><br>I can **work with the team to create a system** for sharing our work with each other. | I can **guide a process** to make sure each teammate has a role in which they can be successful **and feel fulfilled.**<br><br>I can **work with the team to create a system** for sharing our work with each other **in a timely manner.** | I can **select** and guide a process to make sure each teammate has a role in which they can be successful and feel fulfilled.<br><br>I can work with the team **to establish and implement consistent norms and routines to help optimize our workflow.** | I can choose **or design** and guide a process to make sure each teammate has a role in which they can be successful, fulfilled, **and challenged.**<br><br>I can work with the team to consistently **and effectively** implement norms, routines, **tools or processes** to help optimize our workflow and our collaboration. |
| **6.4 Reflect on learning and leadership** | At the end of our project, I can say what I learned.<br><br>I can explain what I liked and/or didn't like about our project. | **As a team, we can talk about how well we did, and things we can do better next time.**<br><br>**With guidance, I can think about how well I led the team, and what I could do better next time.** | As a team, we can **identify strengths in our final product, and strengths in our process of working together**.<br><br>We can **identify several changes** we would make if we could do the project again.<br><br>As the leader, I can think about **specific examples** of how I led the team well, and **specific examples** of things I could do better next time. | As a team, we can **discuss and reflect on the** strengths and **opportunities for growth** in both our product and our process of working together.<br><br>As the leader, I can reflect on strengths and opportunities for growth that relate to specific aspects of my leadership, **as well as specific next steps I can take to build my skills or strategies in this area**. | As a team, we can discuss and reflect on the strengths and opportunities for growth in both our product and our process of working together.<br><br>As the leader, I can reflect on strengths and opportunities for growth that relate to specific aspects of my leadership, as well as specific next steps I can take to build my skills or strategies in this area.<br><br>**I can reach out to a mentor to provide support as I work on these areas for growth.** | As a team, we can discuss and reflect on the strengths and opportunities for growth in both our product and our process of working together.<br><br>**I can create structured opportunities for team expressions of support, acknowledgement, or praise.**<br><br>As the leader, I can reflect on strengths and opportunities for growth that relate to specific aspects of my leadership, as well as specific next steps I can take to build my skills or strategies in this area.<br><br>I can reach out to a mentor to provide support as I work on these areas for growth. |