

PREWORK SYLLABUS

1. ADMINISTRATIVE INFORMATION:

LESSON NUMBER: PRE-02	EDITION DATE: March 2004
LESSON TITLE: Leadership Assessment	
TYPE OF LESSON: Survey Instrument	
CLASSROOM TIME: None	OUTSIDE PREP TIME: 1 hour

2. PURPOSE:

This lesson will provide some of the tools that you will need to evaluate and improve your leadership and management skills. You can use the knowledge you gain in this lesson to help you in two ways. First, you can make changes and improvements that will enhance your current leadership and management skills. Second, you will be able to identify skills that need further development. You must learn about leadership and about yourself in order to be effective as a leader.

3. ASSUMPTIONS: You will complete the self-assessment survey and select nine other individuals to complete the assessment survey prior to your arrival at AMSC.

4. LESSON OUTCOMES: You will:

a. Examine your personal leadership style as assessed by yourself and others.

b. Analyze your leadership skills, abilities, and strengths and determine areas for improvement.

5. KEY CONCEPTS: This lesson provides an opportunity for you, your supervisor, your peers, and your subordinates to use an online survey to evaluate your leadership and management skills. During the resident portion of the SBLM program, your faculty advisor will discuss the results with you.

6. MEASUREMENT OF OUTCOMES: You, with the help of your faculty advisor, will assess your ability to identify strengths and weaknesses in your leadership philosophy and style.

7. STUDENT ASSIGNMENTS:

a. Required Readings: Rycroft, L. (2003). Leadership assessment instructions. Fort Belvoir, VA: Army Management Staff College.

This reading is attached.

b. Other: Everyone (including yourself) must complete the survey by the due date in order for AMSC to process your data before you arrive. **See the Due Date list at the online SBLM Prework Headquarters.**

8. OTHER USEFUL REFERENCES: None

9. AMSC POINT OF CONTACT: Lisa Rycroft at e-mail address lisa.rycroft@us.army.mil or by telephone at DSN 655-4736 or commercial (703) 805-4736.

LEADERSHIP ASSESSMENT INSTRUCTIONS**

INTRODUCTION

As part of the SBLM program experience, you have the opportunity to evaluate and improve your leadership and management skills. The Leadership Assessment Survey is one of the tools that will help you towards that end. It is a 360 degree survey, which means you complete a survey on yourself, and your supervisor, peers and subordinates complete a survey about you. This gives you a complete picture of how you are perceived as a leader by others.

You ask **nine additional people** to assess your leadership skills. Ideally, these people will include **your immediate supervisor, four of your peers, and four of your subordinates**. If you do not have subordinates, you may ask eight peers to assess you. The exact mix of peers and subordinates is not as critical as ensuring that you get feedback *wherever possible*.

INSTRUCTIONS

To get the process started, complete the [Excel spreadsheet](#) by clicking on this link, reading the attached instructions, and entering the email addresses of those who will be responding to the survey. Once you complete the spreadsheet and return it to us, each respondent will receive an email with instructions on how to access and complete the on-line survey.

RESULTS

The survey results are returned directly to the AMSC. The results will be compiled and your faculty advisor will discuss them with you. All leadership assessment data that AMSC collects is held in strict confidence. You will retain the only copy of the results.

If you have any questions about the Leadership Assessment Survey, please contact Lisa Rycroft at e-mail address lisa.rycroft@us.army.mil or by telephone at DSN 655-4736 or commercial (703) 805-4736.

~~** Rycroft, L. (2003). Fort Belvoir, VA: Army Management Staff College.~~