

PRE-WORK SYLLABUS

1. ADMINISTRATIVE INFORMATION:

LESSON NUMBER: PRE-03	EDITION DATE: March 2004
LESSON TITLE: Personal Leadership Reflections Paper	
TYPE OF LESSON: Writing Assignment	
CLASSROOM TIME: None	OUTSIDE PREP TIME: 3 hours

2. PURPOSE:

This lesson provides an entryway into the Sustaining Base Leadership and Management (SBLM) Resident Program. As you explore leadership concepts, develop new skills, receive feedback, and take time for self-reflection, you will use this draft to produce a personal development plan due towards the end of your 12 weeks at AMSC.

As a prelude to studying and developing your leadership abilities, you must begin by examining what you believe is the substance of leadership. What makes a good leader good? What are the qualities and characteristics of effective leaders? Once you have determined this, you can examine your own leadership abilities.

This essay begins the process or, for some, extends the process of leader development. It will require you to examine your personal philosophy about leadership and leaders and analyze your behaviors as they compare to your ideal leader. What leadership skills do you already possess, and in what areas do you need the most improvement?

3. ASSUMPTIONS: You will write this essay and e-mail a copy to the College before your arrival.

4. LESSON OUTCOMES: You will:

a. Write an essay that reflects your personal leadership philosophy and style.

b. Demonstrate effective writing skills.

5. KEY CONCEPTS:

- a. The role and characteristics of an effective leader
- b. Leadership skills and abilities

6. MEASUREMENT OF OUTCOMES:

a. To successfully accomplish the outcomes, your leadership paper must be your own thoughts and words based on personal experience, using specific examples. We do not want to read textbook answers or definitions of leadership. Your paper should include, at a minimum, the following:

(1) A discussion (using personal examples as support) of your personal leadership philosophy or style and how and why you chose it.

(2) A discussion of what you believe your leadership strengths are, compared to characteristics that you believe effective leaders possess. Explain why you think these strengths are effective and how they make you a good leader.

(3) A discussion of behaviors that you would like to change to become a better leader. Describe these behaviors, and identify the reason you should change or refine them.

b. Format and Submission Requirements.

(1) The paper should be 3-5 pages in length and written in essay format. It should be typed as an MS Word document in 12 point font, and double-spaced, with 1-inch margins.

(2) Include a cover sheet with your name, SBLM class number, and the title of the paper.

(3) Submit an electronic copy of your paper to ensure that it arrives at AMSC by the due date specified at the online [SBLM Prework Headquarters](#). **Place your name ONLY (last name, first name) in the subject area of the email.** E-mail to leadershippaper@amsc.belvoir.army.mil

c. Your faculty advisor will provide you feedback on the content of this writing assignment and your writing skills after you arrive at the College.

7. ASSIGNMENTS:

a. Required Readings: None

b. Other: None

8. OTHER USEFUL REFERENCES:

a. Bennis, W. (1989). On becoming a leader. Addison-Wesley Publishing Company, Inc. Reading, MA.

b. Kouzes, J. & Posner, B. (1991). The leadership challenge. Jossey-Bass Publishers: San Francisco

9. AMSC POINT OF CONTACT: Jane Noce at e-mail address jane.noce@us.army.mil or by telephone at DSN 655-4782 or commercial (703) 805-4782.