

Thomas County Central High School
Career, Technical, and Agricultural Education Business,
Management, and Administration Career Cluster
Information and Technology Pathway
Introduction to Business & Technology Course

Career Activity: Becoming a Leader

Directions

Review the personal inventory below.

Key a list of your three strongest leadership qualities.

Now list your five strongest leadership skills.

Complete the Leadership Experience Section.

Leadership Qualities

I am...

Confident	Flexible	Resourceful
Conscientious	Honest	Respectable
Considerate	Loyal	Trustworthy
Fair	Patient	Understanding

Leadership Skills

I can...

Advise others	Listen effectively	Stay open to feedback
Coach others	Make decisions	Supervise others
Communicate	Manage time	Take responsibility
Continue to learn	Plan	Teach others
Delegate	Resolve conflict	Understand needs of others
Focus on a goal	Set a good example	Understand what motivates
Keep an open mind	Share leadership	Work with a team

Leadership Experience

- List school and community organizations and projects you have been involved in
- List sports teams
- Career and professional organizations (FBLA, DECA, HOSA, etc.)
- Work experience, if any
- Other

Example:

Good Job Madelyn 100/100

Madelyn Roberson

Leadership Qualities I am...

Flexible

Honest

Trustworthy

Leadership Skills

I can...

Listen effectively, Take responsibility
Delegate , Focus on a goal , Keep an
open mind

Leadership Experience

- **School and Community Organization and Projects:** Back Pack Buddies, FLBA, Teens for Jeans, SWAYJ
- **Sports Teams:** Ballet, Tap, Jazz
- **Career and Professional Organizations:** FBLA
- **Work Experience:** Babysitter; Dance Instructor