

Leadership Certificate Program

Personal Development Plan

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Personal Mission Statement

Leadership is definitely a complicated concept which can be explained differently by each individual. It means different things to different people in various situations. In my own point of view, leadership can be defined as having the ability to create an ultimate vision, communicate, manage and cooperate with team members in order to motivate the whole team to achieve the goals. Being a successful leader could be even harder, not only he (or she) has to inspire every team member to finish different tasks passionately, but make crucial decisions as well. Most of the time, making decision is not an easy deal because the leader should take every individual opinion into consideration and reject lots of proposals under different circumstances. I am strongly convinced that the great leadership is like a guiding star in a team, which leads the short paths to success. In this case, the main elements that qualify an individual as an effective leader should be communicating, inspirational, creative, commitment, goal setting and risk taking.

Personally speaking, the kind of leader that I want to be would be experienced at dealing with interpersonal relationships in a team has members with various personalities. Besides, I can effectively make correct decisions at crucial moment. Third of all, I am supposed to be creative in setting a good vision, yet, it would be even better if I could inspire everyone become innovative. Two heads are always better than one. Hopefully, these values will guide to become a more qualified leader in the future.

My life goal is to operate a financial investment company, especially in the area of environmental construction and Internet products. If I want to achieve this, I really need to master skills of being a great leader. In this case, I will be able to express my personal

perspectives efficiently and creatively in front of my teammates. I believe evaluating an investment project needs lots of assessments, predictions and communications, which needs every team member's passion of working. By taking part of the Leadership Certificate Program, I aspire to build up good interpersonal relationships within the groups, gain more experiences on making important decisions and maximize my potential to achieve team-working goals in different activities and programs.

Plan for Personal Development

My first personal developing goal is to be decisive, which has always been a big difficulty for me. I strongly believe that making decisions correctly and efficiently at the right time is always a remarkable quality of great leadership, which is also one of the worst abilities for me. Sometimes, I cannot decide when my friends ask me where to go for lunch. I often get extremely anxious and confused when making decisions because that means you have to reject other options before making an ultimate choice, and I feel really bad in refusing others. Thus, in order to make decisions without negative emotions, I hope I can learn how to reject others' proposals mildly and rationally. I am planning to start training myself by coming up with small decisions which would not matter quite much. For instance, I can decide which color and type of font should be used for a group report. Step by step, hopefully I can master skills of making a reasonable decision as a group leader.

Another personal goal of mine is improving my self-management, which also means to finish the most important tasks on time. In reality, I am kind of procrastinating in finishing big

tasks such as writing essays or preparing presentations. When the deadline comes closer, I have no idea which task should I finish first. I think a qualified self-manager should be fairly good at making arrangement between working time and spare time as well as tackling multiple tasks at one time. An effective leader is supposed to manage the teamwork properly. Specifically, he (or she) has the ability to make a rough list of how emergency each task is, and then let proper number of teammates to finish corresponding jobs passionately. In order to promote my self-management, I am going to make a precise week schedule for next semester including my studying time, part-time job shifts and 1-hour work out every Tuesday and Friday.

I believe I will gradually become a more effective leader with the help of achieving these two personal developing goals step by step.

11 Skills and Attributes of Personal Development Table

| Skill/Attribute | Leadership Objectives | Evidence |
|-------------------------|---|--|
| Self-Development | | |
| Self-Awareness | Taking some personalities inventory tests will be helpful to understand my personal strengths and weaknesses. I will carefully make responses and take reflections of how to improve my thoughts/expressions understandable each time. | To be self-awareness, I need to know and express my own strengths, weaknesses and thoughts first. To understand others, I have to reflect periodically to see whether my expression comes with the strength that I can provide for my team. |
| Self-Management | I need to be able to scientifically arrange working periods for different tasks in the order of emergency and finish the important ones on time. Also, I need to be well-prepared before taking each group project. Do never be a procrastinator again. | A good self-manager should efficiently arrange specific time periods for different jobs before the coming of deadlines. It is not a bad idea to take actions ahead every time, which might make you be better-prepared than others. |

| Interpersonal Development | | |
|---------------------------------------|--|--|
| Relationship Building | Be able to establish good interpersonal relationships with different people in different groups. Solve team conflicts as soon as possible in order to create a nice group collaborating atmosphere. | A good group working atmosphere comes from a set of cozy interpersonal relationships. Leader is always been the center of the group relationship web. With a nice relationships, teammates are more likely to come up with their own creative ideas. |
| Communication Skills | I want to be more patient in listening to others and be clearer in my own expression during giving instructions every time. Reduce misunderstandings during the process of finishing group assignments. | Improve communication skills is crucial in finishing group tasks, and be patient in listening is another way to train my communication skills because you can only give effective clear instructions for different people only if you completely get their thoughts. |
| Ethical Practices | Ethical practices are quite important during group works, especially when leader makes decisions. I am also supposed to apply my understanding of the concept on daily basis. | I am planning to attend related seminars and workshops next semester to get a deeply understand of how the concept works during groups work as well as my daily life. |
| Team Development | I hope to learn more about how to build up an effective team in tackling different tasks. Also, finding a proper leader for a certain group can be extremely helpful in doing specific group assignments. | It is important for me to find my best position in a team, not only be the leader but be a coach or innovator as well. Learn how the dynamic within a team works. People in a good team will work perfectly and efficiently with each other. |
| Organization/Group Development | | |
| Leading Change | I need to come up with more creative ideas as a group leader if it is necessary. I strongly believe that sometimes an initial change from the group leader will bring about a brainstorm. The leader is supposed to take a step into the new land. | New ideas will always bring about unexpected benefits and the leader should be exemplary in initiating a positive change or creation when struggling with other ways out for difficulties. |
| Project and Program Effectiveness | This is extremely tested by the effectiveness and concreteness of the leader's instruction. I | This is the same reason as my current research with my statistics professor. A typical |

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| | hope I will be able to lead my group members go through all the correct procedures. Of course, it would be better if I could come up with shortcut to save time and labor. | effective sample will produce the best result and save lots of time compared with doing trials with several rough samples. |
| Systems Thinking | As a leader, I have to get a clear vision of our current inventories, ultimate objectives as well as workings efficiency. A group's potential can be maximized with a systematical measurement. | A series of systematical thinking is like a blue print for the group plan. I prefer to think twice before doing anything in my daily life. Even though it might affect decision-making, this is definitely an effective and careful method to avoid losses. |
| Community Building | Similar as team development, as a leader, I aspire to create an enjoyable cozy working atmosphere for my teammates. Group efficiency will dramatically increases with less conflicts. | Like a fantastic neighborhood, a group with a harmony working community can be a paradise of enhancing productivity and gaining experiences from each other. There is no need to hide but share your creative perspective. |
| Transitional Development | | |
| Sustaining Leadership | It is momentum for a nice leader to demonstrate results and group growth periodically to earn trust from group members. I really enjoy the sense of accomplishment, especially share it with my friends. Hopefully, I will celebrate several times during different programs. | Every team needs a sustainable leader to lead the whole team to their destinations. In order to see how sustainable I am, I can trace back and look upon my previous feedback from my classmates when I was in my high school classes as the monitor. |