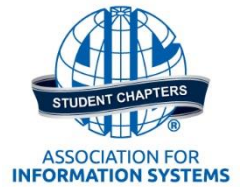


Personal Leadership Worksheet (PLW)



The goals of the personal leadership worksheet are:

- For students: Track personal leadership development
- For advisors: Provide a framework for mentoring
- For chapters: Develop more knowledgeable and self-aware student leaders

Find resources to learn about and practice all of the skill areas below at sc.aisnet.org.

Topic	Items to be completed	Completed	Date Completed
Career Development			
<i>Campus Career Development/Employment Office</i>			
<p>One of the primary goals of the AIS Student Chapter program is aiding IS students in finding employment. To that end we recommend you visit your campus career development/employment office and complete the tasks listed to the right. Please note, that you will likely revise your resume several times throughout your college career. You shouldn't think of career development as a onetime activity, but as an ongoing process. Add additional completed dates as you revisit conversations and activities.</p>	Discuss internship opportunities.	<input type="checkbox"/>	
	Review resume and cover letter.	<input type="checkbox"/>	
	Discuss interview techniques/practice.	<input type="checkbox"/>	
	Schedule a career education program for your chapter. OR Attend a career education program.	<input type="checkbox"/>	
Chapter Management			
<i>Meeting Management</i>			
<p><i>Part of having a great chapter includes managing meetings well. No one likes boring, pointless meetings. So learn not to have them! This area of your PLW is designed to help you understand basic meeting management.</i></p> <p>Career Relevance: Meeting management will be an important part of your career. After you have reviewed the materials, performed the activities and practiced the skills you will be able to discuss this in an interview and be able to actually do it well, with confidence, in your new job.</p>	Draft an agenda.	<input type="checkbox"/>	
	Study strategies for meeting time management and staying focused on the agenda.	<input type="checkbox"/>	
	Study the basics of Robert's Rules of Order.	<input type="checkbox"/>	
	Lead a meeting using the drafted agenda and basic Robert's Rules.	<input type="checkbox"/>	
<i>Goal Setting</i>			
<p><i>If you are not a chapter leader, reach out to your chapter leaders and/or advisor to see where you can help draft goals for an area of the chapter.</i></p> <p>Career Relevance: In your career, as well as your student chapter, you will need the skill of drafting and sticking with goals. You will be asked to set goals in any job you take, and measure your progress toward achieving those goals. These activities will provide you tangible practice to learn these skills, and examples you can share with interviewers.</p>	Review resources about goal setting.	<input type="checkbox"/>	
	Review resources about the importance of goals in a strategic plan.	<input type="checkbox"/>	
	Draft S.M.A.R.T. goals for your chapter, a committee, and/or for yourself.	<input type="checkbox"/>	
	Set a schedule to revisit goals monthly. Then stick to that schedule!	<input type="checkbox"/>	

Documentation and Officer Transition			
<p><i>Healthy chapters have well thought out and documented processes and procedures. Part of that is documenting and passing along knowledge to the next person in your position (officer transition). If you are not an officer, contact your faculty advisor or current officers and ask where you might be able to assist with this topic.</i></p> <p>Career Relevance: You need to know how to do your job well and in an efficient and consistent manner. One way of doing this is through Standard Operating Procedures (SOP). They document the people, resources, timelines, and steps that need to be taken when a process is needed. Learning what they are and how to use them will provide relevant experience when talking with an employer about developing processes to organize and streamline your work.</p>	Develop/revise at least two standard operating procedures (SOPs) for your position.	<input type="checkbox"/>	
	Review Resources on keeping records.	<input type="checkbox"/>	
	Develop/revise a process and place to keep records (electronic and/or paper).	<input type="checkbox"/>	
	Lead or attend an officer transition meeting.	<input type="checkbox"/>	
Presentation/Outreach Experience			
<p><i>Being comfortable presenting and representing your chapter well are important in recruiting new chapter members.</i></p> <p>Career Relevance: Presenting well to your peers and supervisors is an important career skill. Doing this well will help you succeed and be promoted quickly.</p>	Work with your chapter advisor and/or membership recruitment officer to develop a pitch for prospective members. Use that pitch during your chapter's next recruitment event.	<input type="checkbox"/>	
	Develop an idea/project on a topic for your chapter and present it to the chapter. (Some examples could be the chapter's SOPs or S.M.A.R.T. goals, career development, etc.)	<input type="checkbox"/>	
	Draft an introduction and introduce a speaker to your chapter.	<input type="checkbox"/>	
	Lead a chapter meeting (Use the agenda you developed from above).	<input type="checkbox"/>	
	Recruit a new member.	<input type="checkbox"/>	
	Work with your education chair to create a relationship with and extend an invitation to an outside speaker. Establish the relationship through face-to-face meetings or phone calls. Use email only to confirm logistics.	<input type="checkbox"/>	
Budget Management			
<p><i>Understanding and practicing basic budget skills are important in ensuring that your chapter funds are used correctly and aligned to the chapter's goals.</i></p> <p>Career Relevance: If one of your professional goals is to become a manager early in your career, you will need to have a firm grasp of and experience with budget creation and management. Demonstrating experience in this area will be very impressive to potential employers!</p>	Review resources for developing a budget and basic budgeting terms.	<input type="checkbox"/>	
	Draft a budget for the chapter or your leadership area. Make sure the budget is aligned with your S.M.A.R.T. goals so you have the financial resources needed to achieve those goals.	<input type="checkbox"/>	
Writing			
<p><i>As a chapter leader you need to effectively communicate with your chapter members in a variety of ways. Becoming a good writer takes practice. Communicating with your peers gives you many opportunities to strengthen your writing skills.</i></p> <p>Career Relevance: Being able to communicate effectively through writing will give you a leg up with your competition.</p>	Write an article for your chapter newsletter, website, Facebook page, or blog.	<input type="checkbox"/>	
	Write and submit an article to AIS about an event your chapter sponsored.	<input type="checkbox"/>	