

## Templates

### Influence Lite Leadership Sprint – Young and Emerging Leaders

The Influence Lite Leadership Sprint provides participants with tools and templates to foster leadership growth, track progress, and ensure practical application of learned skills. These resources are tailored to help participants assess their leadership skills, set actionable goals, and develop sustainable habits in their daily routines. Below is a detailed overview of the tools and their intended purposes.

---

#### 1. Leadership Assessment Tools

##### a. Prioritization Scorecard

###### What is it?

The Prioritization Scorecard is a structured tool that helps participants evaluate and rank their tasks and responsibilities based on urgency, importance, and alignment with their leadership vision. It ensures leaders focus on high-impact activities aligned with their **North Star Vision** while delegating or eliminating low-value tasks.

###### How is it used?

1. **List Current Tasks:**
  - Participants create a list of their current responsibilities, projects, and tasks.
2. **Evaluate Each Task:**
  - Each task is scored based on three criteria:
    - **Urgency:** Does this task require immediate attention?
    - **Importance:** Does this task contribute to long-term goals or organizational strategy?
    - **Alignment:** Does this task align with my leadership vision and values?
  - Tasks are rated on a scale of 1–5 for each criterion.
3. **Prioritize:**
  - Tasks with the highest combined scores are prioritized for action.
  - Low-scoring tasks are delegated, postponed, or eliminated.
4. **Weekly Review:**
  - Participants revisit the scorecard weekly to adjust priorities based on new developments.

###### Purpose:

- Helps participants focus on high-value activities that drive strategic outcomes.
- Reduces decision fatigue by providing a clear framework for prioritization.
- Encourages leaders to align their daily actions with their long-term vision.

###### Example Use Case:

A participant working on multiple projects uses the scorecard to identify that a stakeholder engagement plan (high urgency, high importance, high alignment) should take precedence over a routine administrative task (low urgency, low importance).

---

##### b. Ethics Canvas

###### What is it?

The Ethics Canvas is a decision-making framework that helps participants navigate ethical dilemmas and

make values-driven decisions. It provides a structured approach to analyzing potential decision outcomes, identifying stakeholders, and ensuring alignment with personal and organizational values.

#### **How is it used?**

1. **Define the Decision:**
  - Participants outline the decision or dilemma they are facing.
2. **Map Stakeholders:**
  - Identify all stakeholders affected by the decision (e.g., team members, clients, organization).
3. **Analyze Risks and Consequences:**
  - Evaluate the potential risks, benefits, and unintended consequences of the decision.
4. **Align with Values:**
  - Use prompts to assess alignment with personal and organizational values:
    - "Does this decision reflect my core values?"
    - "Does it align with the organization's mission and ethical standards?"
5. **Plan Action Steps:**
  - Develop a clear plan for implementing the decision, including how to communicate it to stakeholders.

#### **Purpose:**

- Builds ethical self-awareness by encouraging participants to reflect on their values.
- Enhances decision-making skills in complex, high-pressure situations.
- Promotes organizational integrity by aligning decisions with ethical standards.

#### **Example Use Case:**

A participant uses the Ethics Canvas to decide whether to escalate a compliance issue. By mapping stakeholders and assessing risks, they determine that raising the issue aligns with their values and the organization's ethical standards.

#### **c. Self-Check Diagnostic (1–5 Scale per Gate)**

##### **What is it?**

The Self-Check Diagnostic is a quick, repeatable tool that helps participants evaluate their leadership skills across the Six Gates. It offers a snapshot of their strengths and areas for improvement, guiding them in prioritizing their growth efforts.

##### **How is it used?**

1. **Rate Each Gate:**
  - Participants rate themselves on a scale of 1–5 for each Gate, based on specific behavioral indicators:
    - **1:** Rarely or never demonstrates the behavior.
    - **3:** Sometimes demonstrates the behavior with effort.
    - **5:** Consistently demonstrates the behavior and serves as a role model.
2. **Use Behavioral Checklists:**
  - Refer to a checklist of behaviors for each Gate to guide self-assessment.
    - Example for Moses – Empathy:
      - **4–5:** Asks open-ended questions, adapts plans based on feedback, and creates psychological safety.
      - **1–2:** Jumps to solutions without listening or fails to engage stakeholders.
3. **Identify Priority Gates:**

- Gates with low scores (1–2) are flagged as priority areas for the next 45-day cycle.
- 4. **Track Progress Weekly:**
  - Participants complete the diagnostic weekly to monitor their growth and adjust their focus.

**Purpose:**

- Increases self-awareness by providing a clear picture of leadership strengths and gaps.
- Helps participants prioritize growth areas for targeted development.
- Tracks behavioral change over time, providing visible proof of progress.

**Example Use Case:**

A participant self-assesses a "2" on Daniel – Moral Courage after realizing they avoided raising a critical issue in a meeting. They set a goal to improve this score by practicing risk escalation scripts and seeking feedback from their mentor.

---

## **2. Personal Leadership Development Plan**

**Purpose:**

A one-page, actionable roadmap that guides participants in setting SMART goals, tracking micro-habits, and measuring progress throughout the 6-week program.

**How It Works:**

1. **SMART Goals:**
  - Participants set Specific, Measurable, Achievable, Relevant, and Time-bound goals for each Gate.
    - Example: "By Week 6, I will conduct three stakeholder listening sessions to improve team engagement scores by 10%."
2. **Micro-Habit Tracking:**
  - Document daily habits (e.g., "Ask one open-ended question per day") and reflect on their consistency.
3. **Progress Metrics:**
  - Track weekly self-scores and document key takeaways in learning stories.

**Outcome:**

A customized, organized plan that keeps participants focused and motivated while attaining precise leadership development results.

## **3. Behavioral Checklists**

**Purpose:**

A quick-reference tool for self-assessment and growth monitoring, linked to specific leadership behaviors for each Gate.

**How It Works:**

1. **Gate-Specific Checklists:**
  - Review observable behaviors that indicate progress or struggle.
    - Example for Esther – Influence:
      - **Signs of Progress (4–5):** Maps allies, secures visible support for ideas, and times requests strategically.
      - **Signs of Struggle (1–2):** Relies solely on authority or waits for permission to act.
2. **Weekly Reflections:**

- Use checklists to evaluate performance and identify areas for improvement.

**Outcome:**

Clear, actionable feedback that helps participants refine their leadership skills and boost their confidence.

---

**4. Weekly Rhythm (90 Minutes per Week)**

The **Influence Lite Leadership Sprint** is structured to maximize learning and application in a time-efficient manner. Each week is divided into three key phases: **Learn**, **Apply**, and **Reflect**, ensuring participants build leadership skills through consistent practice and real-world application.

---

**Monday – Learn (20 Minutes)**

- **Activity:**
    - Read or watch the Gate story and key concepts for the week.
    - Focus on understanding the core competency and its relevance to leadership challenges.
  - **Purpose:** ○ Introduce participants to the week’s leadership archetype and competency.
    - Provide foundational knowledge to prepare for the week’s micro-habit and challenge.
- 

**Tuesday–Thursday – Apply (40 Minutes Total)**

- **Activity:**
    - Complete the **Weekly Challenge** in a real-world context.
    - Practice the **Daily Micro-Habit** aligned with the week’s Gate.
  - **Purpose:** ○ Reinforce learning through hands-on application.
    - Build leadership habits by integrating small, actionable steps into daily routines.
- 

**Friday – Reflect (30 Minutes)**

- **Activity:**
    - Log micro-habit completion for the week. ○ Self-assess using the **Core Question (1–5)**.
    - Reflect on lessons learned and plan for the next Gate.
  - **Purpose:** ○ Evaluate progress and identify areas for improvement.
    - Solidify learning by connecting actions to outcomes.
- 

**Self-Assessment Using the Core Question (1–5)**

The **Core Question** for each Gate is designed to help participants reflect on their performance and growth. Participants rate themselves on a scale of **1–5**, where:

- **1:** Rarely or never demonstrated the behavior.
- **3:** Sometimes demonstrated the behavior with effort.
- **5:** Consistently demonstrated the behavior and served as a role model.

**Core Questions by Week:**

1. **Abraham – Strategic Foresight:**
    - *What North-Star motivates me?*
-

- **Assessment Prompt:** Did I clearly articulate and align my actions with a long-term vision this week?
- 2. **Moses – Empathic Change Leadership:**
  - *Whose voice have I ignored?*
  - **Assessment Prompt:** Did I actively listen to stakeholders and adapt my approach based on their needs?
- 3. **David – Ethical Self-Awareness:**
  - *Did I act in line with my values today?*
  - **Assessment Prompt:** Did I make decisions that reflected my personal and organizational values?
- 4. **Daniel – Moral Courage & Governance:**
  - *Where must I speak up?*
  - **Assessment Prompt:** Did I identify and address risks or challenges with courage and transparency?
- 5. **Esther – Coalition Building:**
  - *Who can amplify my idea?*
  - **Assessment Prompt:** Did I effectively engage allies and build support for my initiatives?
- 6. **Paul – Resilient Innovation:**
  - *How can I do this with half the resources?*
  - **Assessment Prompt:** Did I demonstrate creativity and resourcefulness in solving challenges?

---

#### How to Use the Self-Assessment:

1. **Reflect on the Week:**
  - Review your actions and decisions related to the week’s Gate.
  - Consider specific examples where you applied the competency.
2. **Rate Yourself (1–5):** ○ Use the behavioral indicators provided for each Gate to guide your rating.
3. **Document Insights:**
  - Note key takeaways, challenges, and areas for improvement.
  - Use these insights to adjust your approach for the following week.
4. **Plan for the Next Gate:**
  - Set intentions for the upcoming week based on your self-assessment.

---

#### Example of a Completed Self-Assessment (Week 2 – Moses):

- **Core Question:** *Whose voice have I ignored?*
- **Reflection:**
  - This week, I made an effort to actively listen to my team during our project planning session. I asked open-ended questions and incorporated their feedback into the final plan. However, I realized I missed an opportunity to engage a quieter team member who might have valuable insights.
- **Rating: 4**
- **Key Takeaway:**

- I need to ensure I create space for all voices, especially those who may not speak up naturally.
  - **Plan for Next Week:**
    - During meetings, I will specifically invite input from quieter team members to ensure inclusivity.
- 

### Why Self-Assessment Matters:

- **Promotes Self-Awareness:**
  - Encourages participants to reflect on their behaviors and identify growth opportunities.
- **Drives Accountability:**
  - Provides a structured way to track progress and stay committed to personal development.
- **Reinforces Learning:**
  - Connects weekly actions to long-term leadership goals, ensuring skills are internalized. By integrating the **Core Question Self-Assessment** into the weekly rhythm, participants can measure their progress, refine their approach, and build sustainable leadership habits.

### How These Tools Work Together

The tools and templates are built to function as a unified system, guiding participants throughout their leadership journey:

1. **Assessment Tools:** Identify strengths and areas for growth.
  2. **Action Planning:** Set goals and create a roadmap for success.
  3. **Behavioral Tracking:** Monitor progress and refine habits.
  4. **Practical Application:** Apply skills to real-world challenges using structured templates.
- 

### What Participants Achieve

By using these tools, participants will:

- **Develop Self-Awareness:** Gain clarity on leadership strengths and gaps.
- **Build Sustainable Habits:** Embed new leadership behaviors through daily micro-habits and weekly challenges.
- **Achieve Measurable Growth:** Track progress using SMART goals, self-scores, and learning stories.
- **Drive Organizational Impact:** Apply skills to real-world challenges, delivering tangible results for their teams and organizations.

These tools ensure participants not only learn but also implement and sustain their leadership growth, making the **Influence Lite Leadership Sprint** a highly effective and practical program.

---