***Report on Leadership Checklist***

**Task 1 – Find out information about leadership.**

* Gather information on leadership (ie: styles, skills and qualities) from a variety of sources.
* Produce a report on leadership based on the information gathered.

What style did you use for your report on Leadership?

|  |  |  |  |
| --- | --- | --- | --- |
| Written Report |  | Video |  |
| Talk |  | Podcast |  |
| Electronic Presentation |  | Other |  |

What sources of information did you use for your report (minimum of 3)?

|  |  |  |  |
| --- | --- | --- | --- |
| Written Report |  | Video |  |
| Talk |  | Podcast |  |
| Electronic Presentation |  | Other |  |

**Task 2 – Reach conclusions about what makes an effective leader.**

* Identify the skills and qualities which can be found in effective leaders. This should be based on your report for Task 1.
* Give examples to support the skills and qualities identified.

**Task 3 – Evaluate your own potential for leadership.**

* Identify your own skills, qualities and experiences in relation to leadership.
* Using examples, draw conclusions about these skills, qualities and experiences.

**To complete this task you have to carry out an evaluation in relation to leadership.**

**You will need to think about your:**

* skills (ie: what you can do)
* qualities (ie: being approachable, well organised etc)
* experiences (ie: work experience, being in charge of a task, working with someone who took a leading role).