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| Logo, company name  Description automatically generated | *Emerging Leaders Certification Program* |

## ***Leadership Plan***

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LEVEL I – Organizational Awareness**

***Answer questions 1 - 9***

1. **What are your STRENGTHS as an emerging leader?**
2. **What are your GROWTH AREAS (weaknesses) as an emerging leader?**
3. **In your own words, define “The Henrico Way.”**
4. **In your own words, define “Leadership at all Levels.”**
5. **List the 2 HR sponsored classes you took and describe what you learned in this class. *(NOTE: Retirement Planning Seminars & ELCP: What It Takes To Be a Leader cannot count as classroom hours)***

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| --- | --- |
| **Title of Class** | **What did you learn and/or how can you apply this in your role?** |
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1. **Please list and elaborate on the 3 projects you completed in Level I.** [**(Projects must be from the approved Level I Project Suggestions.)**](https://employees.henrico.us/pdfs/oltd/elcp/elcp_level1projects.pdf)

|  |  |
| --- | --- |
| **Brief description of project:** | **What did you learn and/or how can you apply this in your role?** |
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1. **List the 8** [**HR YouTube Videos**](https://www.youtube.com/channel/UC68aqYPHo11Q6Xl8tSDr_Xg) **you watched and what you learned to apply on the job.**

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| --- | --- |
| **Title of Video Watched** | **What did you learn and/or how can you apply this in your role?** |
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1. **List the 3** [**Henrico Happenings Podcasts**](https://www.youtube.com/playlist?list=PLn47t-GJbLG7gmR3AR9pz8sq6jyrwelqf) **you watched and what you learned to apply on the job.**

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| --- | --- |
| **Title of Podcast** | **What did you learn and/or how can you apply this in your role?** |
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1. **In the “ELCP: What It Takes to Be a Leader” orientation class, what leadership action did you commit to increasing your leadership effectiveness? (Leadership = influencing the actions of others in a positive way.**

**LEVEL II – Customer Service the Henrico Way**

***Answer questions 10 - 14***

1. **List the HR sponsored class(es), totaling 8 hours you took that met one of the capabilities on the overview and describe what you learned in this class. *(NOTE: Retirement Planning Seminars and Discussion groups cannot count as classroom hours. Also, you cannot go back and count classes from the previous level not used.)***

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| --- | --- |
| **Title of Class** | **What did you learn and/or how can you apply this in your role?** |
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1. **Describe your customer service-related project completed in Level II.** ***(NOTE: this project must be focused on improving either internal or external customer service in a positive way.)***
2. **What did you learn about yourself while working on this project?**
3. **What did you learn about *Customer Service the Henrico Way* while completing this project?**
4. **From your participation in the discussion groups, what have you learned about yourself?**

**LEVEL III – Self-Awareness and Leadership**

***Answer questions 15 - 17***

1. **List the two HR sponsored classes you took in the Leadership/Professional Development category and describe what you learned in both classes. *(NOTE: Retirement Planning Seminars and Discussion groups cannot count as classroom hours. Also, you cannot go back and count classes from the previous level not used.)***

|  |  |
| --- | --- |
| **Title of Class** | **What did you learn and/or how can you apply this in your role?** |
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1. **Please list and elaborate on the project you completed in Level III. (Project must be from the approved Level III Project Suggestions.)**

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| --- | --- |
| **Brief description of project:** | **What did you learn and/or how can you apply this in your role?** |
|  |  |

1. **From your participation in the discussion groups, what have you learned about yourself?**

**LEVEL IV – Empowering to Give Back**

***Answer questions 18 - 24***

1. **How have you grown as a leader in your facilitation skills? What challenges did you encounter when facilitating your topic and how did you overcome? What have you learned about yourself?**
2. **Describe the leadership goal and the work you did to achieve it.**
3. **What did you learn about yourself while working on this goal?**
4. **Describe how working on this leadership goal empowered you to give back?**
5. **Revisit your application essay. How have you grown in ELCP since you completed this essay?**
6. **Look back at your answers to questions 1 and 2 in the Leadership Plan. How have your STRENGTHS and GROWTH AREAS (weaknesses) changed after participating in ELCP?**
7. **Based on what you have learned in ELCP, create 2-3 goals for your continued leadership growth after you have reached Emeritus in the ELCP:**