



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)**

| Title of Class | What did you learn and/or how can you apply this in your role? |
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6. Please list and elaborate on the 3 projects you completed in Level I. **[Projects must be from the approved Level I Project Suggestions.](#)**

| Brief description of project: | What did you learn and/or how can you apply this in your role? |
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7. List the 8 [HR YouTube Videos](#) you watched and what you learned to apply on the job.

| Title of Video Watched | What did you learn and/or how can you apply this in your role? |
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8. List the 3 [Henrico Happenings Podcasts](#) you watched and what you learned to apply on the job.

| Title of Podcast | What did you learn and/or how can you apply this in your role? |
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9. 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

10. 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.)*

| Title of Class | What did you learn and/or how can you apply this in your role? |
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11. 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.)*

12. What did you learn about yourself while working on this project?

13. What did you learn about *Customer Service the Henrico Way* while completing this project?

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

LEVEL III – Self-Awareness and Leadership
Answer questions 15 - 17

15. 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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16. Please list and elaborate on the project you completed in Level III. (Project must be from the approved Level III Project Suggestions.)

| Brief description of project: | What did you learn and/or how can you apply this in your role? |
|-------------------------------|--|
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17. From your participation in the discussion groups, what have you learned about yourself?

LEVEL IV – Empowering to Give Back
Answer questions 18 - 24

- 18. 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?**
- 19. Describe the leadership goal and the work you did to achieve it.**
- 20. What did you learn about yourself while working on this goal?**
- 21. Describe how working on this leadership goal empowered you to give back?**
- 22. Revisit your application essay. How have you grown in ELCP since you completed this essay?**
- 23. 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?**
- 24. 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:**