Future Leaders of the West
FLOW - Leadership Program

Report & Journal

This progress report and session journal belongs to

Dare to make a difference!

PROfound Leadership

FLOW is facilitated by PROfound Leadership on behalf of the Committee for Wyndham

Committee for Wyndham inc.

www.profoundleadership.com.au | 1300 936 313 | info@profoundleadership.com.au

Questionnaire

GOALS & CHALLENGES

1. What changes would you like to make during this program?

2. How would you like the future to be different from today?

3. What are the specific changes you desire/need?

4. What triggered the desire to sign up for this program?

5. Why is this important to you?

6. How will you know you have succeeded?

7. What would it give you once it was accomplished?

8. What would it free you up to do?

9. What would be different?

10. How would these changes benefit those around you?

11. Are these challenges within your control or influence?

12. Is there anything that would prevent you from accomplishing these changes?

Progress Report (Personal Development)

"If you can measure it, you can manage it." - - *Peter Drucker*

Based on your questionnaire above, list your areas of improvements and track your progress by adding an appropriate percentage 0 - 100% for each area after the monthly workshop session.

Leadership Skill	Start	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	End
E.g. Greater confidence	*2*	*3*	*4*	*5*	*3*	*6*	*7*	*6*	*8*	*9*
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
Average %										

To calculate your '*Average %*': Add up all your numbers from the month and divide by the number of areas listed and discussed with your program facilitator.

Progress Report (Professional Development)

"If you can measure it, you can manage it." - - *Peter Drucker*

Based on the Leadership topics, please track your progress by adding an appropriate percentage 0 - 100% for each area after the monthly workshop session.

Leadership Skill	Start	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	End
As per unit outline	*2*	*3*	*4*	*5*	*3*	*6*	*7*	*6*	*8*	*9*
1. Personal effectiveness										
2. Project management										
3. Emotional intelligence (EI)										
4. Effective communication										
5. Interpersonal skills										
6. Presentation skills										
7. Change management										
8. Conflict resolutions										
9. Leading and managing others										
Average %										

To calculate your '*Average %*': Add up all your numbers from the month and divide by the number of areas listed and discussed with your program facilitator.

Leadership Session Journal

Topic: **PERSONAL EFFECTIVENESS** Date: / / 20..

PREPARATION FOR THIS SESSION:

"What are the challenges that I, my workplace and/or my community are currently facing in relation to this topic?"

"What do I hope to get out of this session?"

"How will I know I achieved the outcomes?"

"What difference will it make, not only in my life, but also in the lives of others?"

TAKE-OUTS FROM THIS SESSION:

"My personal & professional highlights / key learnings from today's session are:"

COMMITMENT AND WAY FORWARD:

"What are the key changes that I will implement, based on what I've learnt?"

"What specific actions will I take to make these changes?"

"When do I need to have taken these actions by?"

"What help will I need?"
"From whom?" *(For example: Project group, my supervisor at work, my facilitator etc.)*
"How and when will I get that help?"

REFLECTION ON YOUR ACHIEVEMENTS:

"What have I successfully implemented between the sessions?" **- CELEBRATE YOUR SUCCESS!**

Follow up - Things that I still need to catch-up or work on:

PROJECT WORK:

Notes and next steps as per project group discussion:

Please ensure you use your word file: 'Project Portfolio Template' as a working document and keep your progress up to date to stay ahead of the game.

ADDITIONAL NOTES:

Topic: **PROJECT MANAGEMENT** Date: / / 20..

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ADDITIONAL NOTES:

Topic: **EMOTIONAL INTELLIGENCE (EI)** Date: / / 20..

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ADDITIONAL NOTES:

Topic: **EFFECTIVE COMMUNICATION** Date: / / 20..

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Topic: **INTERPERSONAL SKILLS** Date: / / 20..

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ADDITIONAL NOTES:

Topic: **PRESENTATION SKILLS** Date: / / 20..

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Topic: **CHANGE MANAGEMENT** Date: / / 20..

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Topic: **CONFLICT RESOLUTIONS** Date: / / 20..

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Topic: **LEADING AND MANAGING OTHERS** Date: / / 20..

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ADDITIONAL NOTES:

Thank you for regularly completing your Progress Report and Session Journal, and for your commitment to be the best version of yourself. By implementing the many strategies and techniques you learn during this program, you get instant and profound results. After all, the sessions have been designed for you to overcome the toughest challenges in today's busy and ever-changing environment, and to elevate you to a whole new level of success.

So, congratulations on your many successes – and here is to many more to come!

Martin