

Advanced Academy for Leadership and Development

Midyear Reflection Report

Your Midyear Reflection Report and coaching conversation are meant to help keep you on track and moving toward the goals for your Practicum Project that you set for yourself and your team. While your Reflection Report can take any form you like—a written narrative, power point, video, or whatever works best for you to present your reflections, progress, and next steps—you may find the template below convenient to use.

When completing your Reflection Report, you will find it helpful to review your “My Alignment Plan (MAP)” and “Team Alignment Plan (TAP),” as well as the material in your Academy Participant Manual and *4 Essential Roles of Leadership* workbook.

Please submit your Reflection Report to your Academy Facilitator by the due date provided. They will schedule time for coaching conversations, and check-in periodically to offer guidance, support, and insight.

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| **Midyear Reflection Report** | |
| **Name** |  |
| **Advanced Academy** |  |
| **PERSONAL ACTION ITEMS** | **RESPONSES** |
| **Follow-Up Emails**  *Did you send follow-up emails to your 4 Essential Roles of Leadership Assessment respondents? Please list them here.* |  |
| **Leadership Contribution Statement**  *Did you write your Leadership Contribution Statement (the significant contribution you want to make in your current leadership role)? Please record it here.* |  |
| **Personal Leadership Values**  *Did you identify your Personal Leadership Values and reflect on how they align with your college’s values (Credibility Accelerator Action Pages in your Implementation Guidebook, pages 18-21)? Please record your values here.* |  |
| **PRACTICUM PROJECT** | **RESPONSES** |
| **Practicum Project**  *Briefly describe the team challenge, project, or change process that you are leading (or helping to lead).* |  |
| **Team Operational Guide**  *Have you developed a Team Operational Guide (like the example in the Academy Manual, Chapter 1, How Can I Become A More Effective Leader?) Please attach it, or include it here.* |  |
| **Team Culture Statement**  *Have you written a Team Culture Statement (like the example provided in the Implementation Guidebook, pages 22-23)? Please attach it, or include it here.* |  |
| **Team Vision and Strategy Statements**  *Have you written Team Vision and Strategy Statements (like the examples provided in the Implementation Guidebook, pages 28-33)? Please attach them, or include them here.* |  |
| **Team Strategic Narrative**  *Have you developed your 30-second Team Strategic Narrative (see the Strategic Narrative Builder in the Implementation Guidebook, pages 34-37)? Please attach it, or include it here.* |  |
| **Reframing the Project, Challenge, or Change**  *Did you and your team practice “reframing” the project, challenge, or change using Bolman and Deal’s “Four Frames Model” (from your Academy Manual, Chapter 5, Reframing Organizations)? Briefly describe your experience “reframing” here.* |  |
| **The Premortem**  *Did you and your team conduct a “Premortem” analysis (from your Academy Manual, Chapter 6, The Art of Decision-Making)? Briefly describe your “Premortem” experience here.* |  |
| **Decision-Making Process**   * 1. *Did you and your team conduct a methodical decision-making process, based on careful consideration of the needs, facts, and situation, aligned to the vision and narratives of the team and organization? Did you evaluate the decision-making process (using the evaluation questions provided in your Academy Manual, Chapter 6, The Art of Decision Making)? Briefly describe your decision-making process and its evaluation here.* |  |
| **NEXT STEPS** | **RESPONSES** |
| **Next Steps**  *What are the most important next steps for you and your team in order for your Practicum Project to be successful?* |  |
| **Constraints**  *What are the gaps, constraints, or challenges that may present barriers to your team and its success?* |  |
| **Resources**  *What resources do you need to overcome those constraints? How can your Academy coach, classmates, or other colleagues be helpful to you?* |  |
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