Leadership example worksheet

Select the example

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

Competency: communication / accountability / judgment / development

Target responsibility this example supports:

Situation and my actual responsibility:

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Explain your contribution

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Actions I personally took:

Alternatives I considered and why I chose this approach:

What others contributed:

Result I can substantiate:

Evidence limitations or mixed outcomes:

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Prepare for follow-up

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

What I learned:

What I would do differently:

How this lesson applies to the next role:

A question a reviewer might ask:

[ ] No invented metrics or credentials

[ ] No confidential names, records, or security details

[ ] My own actions are clear