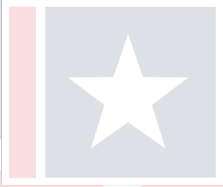


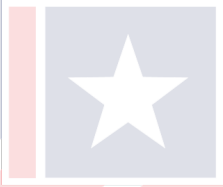
# **Law Enforcement Management Institute of Texas**

**Leadership Portfolio**



# General Reminders

- Include originals if possible
  - Use page protectors
- Reflect on what you've done professionally and personally
  - Evergreen
- Will receive Binder at beginning of Mod III
  - Externally the same, internally individualistic
- Use tabs and/or Title pages to separate the sections
  - Extra Wide tabs works best

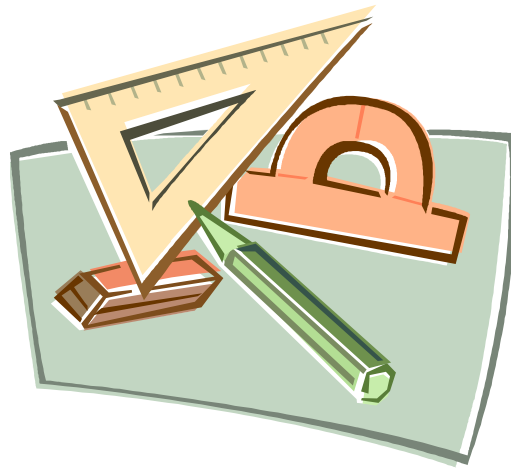


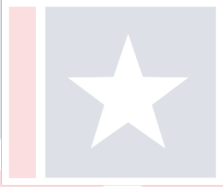
# Leadership Portfolio Components - Required

1. Personal Leadership Statement
2. Leadership Assessment Compilation
3. Resume
4. Curriculum Vitae
5. Educational Credentials
6. Awards/Honors
7. Organizations
8. Career Development Goals
9. Leadership Autobiography
10. Leadership White Paper (LWP)
11. Professional Social Network
12. Module I
13. Module II
14. Module III
15. Module IV
16. Optional  
(any additional applicable components)



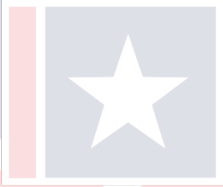
# Required Components





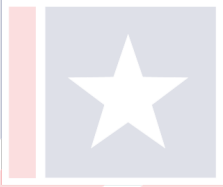
# Personal Leadership Statement

- Definition of Leadership
- Include your own Leadership Model
- Why do you believe in this model?



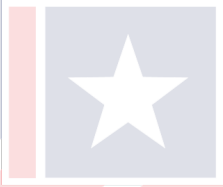
# Leadership Assessments Compilation

- Insert a copy of all the assessments taken during LCC and elsewhere
- Answer the question
  - “What is one insight I gained as a result of this assessment?”
  - Your answer will be placed in front of the assessment



# Resume

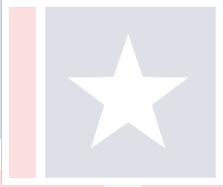
- Specific- use numbers where appropriate
- Relevant information about yourself
- Be chronological (recent to oldest) include dates of employment
- Begin with brief summary of your qualifications
- Limit to 2-page max
  - Choose words wisely
- Do not include personal information
  - Hobbies
  - Family information
- Do not use complete sentences for employment
  - Use bulleted statements
- Seek online resources for templates and guides



# Curriculum Vitae

- A CV is a longer (two or more pages), more detailed synopsis of background and skills
  - Is cumulative of work experience and other achievements
- A CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards
- Start by making a list of all background information, then organize it into categories.
  - Make sure to include dates on all the publications

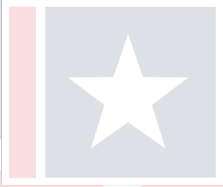




# Educational Credentials

- Include Certifications and Training

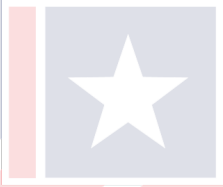




# Awards/Honors

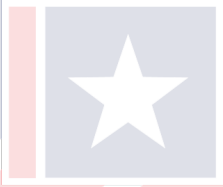
- Letters of recommendations
- Commendations
- Special awards





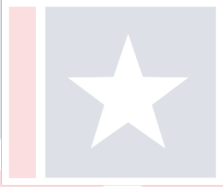
# Organizations

- What organizations do you/have you belonged to?
- What are the dates?
- What leadership roles did you take on?
- What were some of the major projects accomplished by these organizations while you were a member?



# Career Development Goals

- Clearly states what professional goals you hope to attain within the next 5-10 years
- Elaborate enough to give a sense of what you hope to accomplish in the future



# Leadership Autobiography & Biographical Sketch (six words)

- How did you become the leader you are today?
- Who and/or what influenced you?
- Share your story
- Describe those personal and professional leadership events in your life that influenced your career choice
- Write a *biographical sketch* in six (6) words.
  - Should cause you to wonder
  - What six-word description would best describe me?
  - Would it be positive or neutral?
  - Imagine your story behind those six words

“Not an easy person to love”

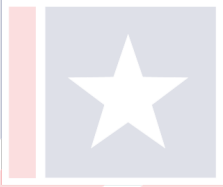
or

“A shining light for positive change”



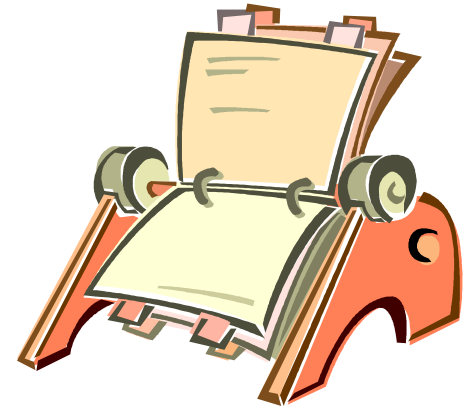
# **Leadership White Paper (LWP)**

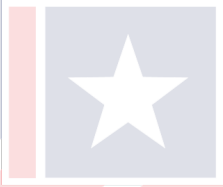




# Professional Social Network

- Listing of contacts
  - Business Cards
- Why is this important?

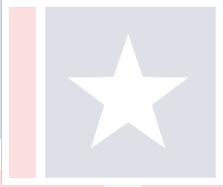




# LCC Modules

- Module I
- Module II
- Module III
- Module IV





# Optional Components

- Any additional applicable components
  - Work In Progress
  - Pictures





# Questions?

- Survival Guide Link: <http://www.lemitonline.org/programs/lcc-docs.html>
- Visit our website at [www.lemitonline.org](http://www.lemitonline.org) for Upcoming Events
- Like us on Facebook at **Bill Blackwood LEMIT** and **Leadership Command College**