

Law Enforcement Management Institute of Texas

Leadership Portfolio



What is a Leadership Portfolio?

A thoughtful, organized, and continuous collection of a variety of authentic products (artifacts) that document a professional's progress, goals, efforts, attitudes, practices, achievements, talents, interests and development over time.

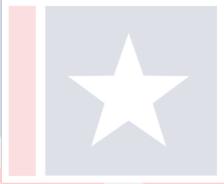
- Winsor & Ellefson (1995)



Reason to Create a Leadership Portfolio

Creating a leadership portfolio is a culminating experience in the leadership development process assisting administrators in the areas of performance appraisal, professional growth, and career planning.

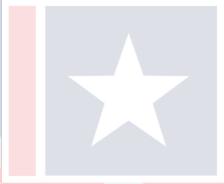
- Meadows & Dyllal (1999)



Main Functions

- Learning or formative
- Assessment or summative
- Employment or marketing

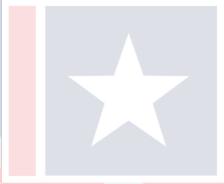




Leadership Portfolio Design

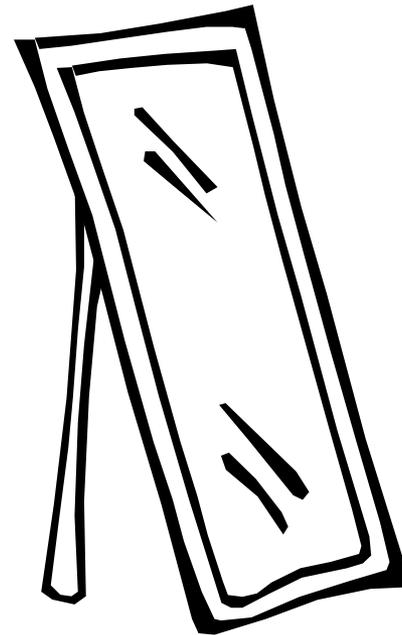
Professional leadership portfolios should be both process and product oriented with a focus on the collaborative and reflective process of the learning experience.

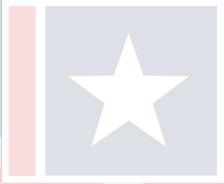
- Salend (2001)



Purpose

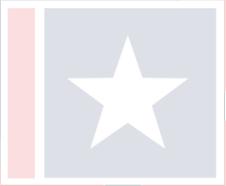
- Self-evaluation
- Reflection
- Having a Plan
- Feedback
- Legacy



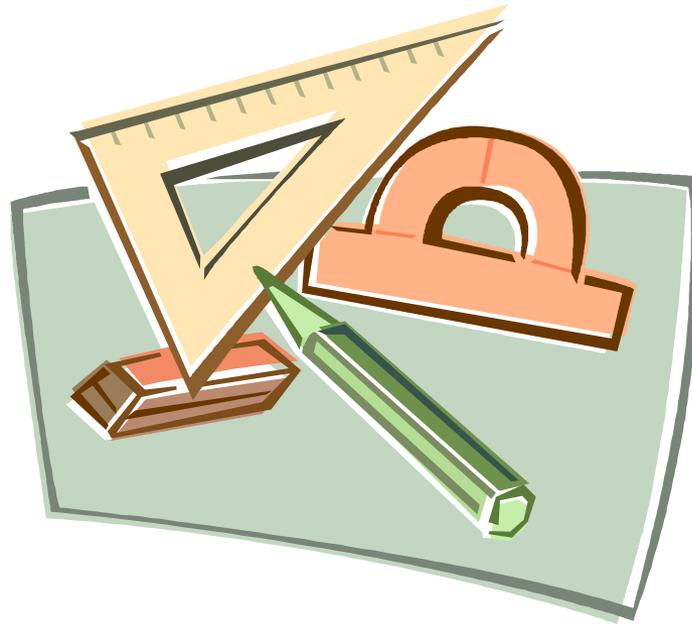


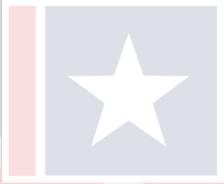
Leadership Portfolio Components - Required

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)



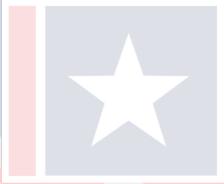
Required Components





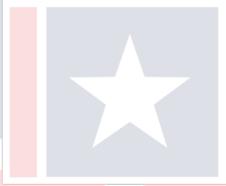
Personal Leadership Statement

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



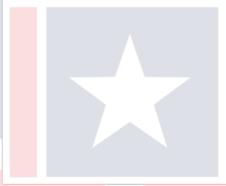
Leadership Assessments Compilation

- Insert a copy of all the assessments taken during LCC and elsewhere (@ least 3)
- Reflection page for EACH assessment
 - “What is one insight I gained as a result of this assessment?”
 - Do you agree/disagree with the results?
 - What did you learn about yourself?



Resume Dos

- Be Specific
- Current personal contact info (phone, email, LinkedIn)
- Be chronological (recent to oldest) include dates of employment
- Begin with objective or professional summary
- College degree – put education @ top
- Limit to 2-page max (1 page preferred)
- Develop good statements that show what employer is looking for
- Use “skills/certifications” section to include relevant “keywords”
 - Hard skills (emergency response, LE databases, firearm knowledge, foreign language)
 - Soft skills (written & oral communication, team player, hard worker)



Resume Don'ts

- **Do not** include personal information (age, marital status, race, gender, etc...)
 - **Do not** use complete sentences for employment
 - **Do not** include a photo of yourself
 - **Do not** include clipart or any images
 - **Do not** use small, fancy fonts
-
- Free 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 (LWP)

RESUME

VERSUS

CV

Visit www.PEDIAA.com

RESUME

A resume is a concise document that summarizes a job applicant's educational background, work experience, and special skills

Provides a concise overview of skills and qualifications for a specific position

Has one or two pages

Mainly used to apply for jobs

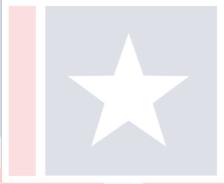
CV

A CV is a detailed document highlighting a person's professional and academic history

Provides a full history of academic and professional credentials

Has multiple pages

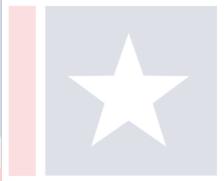
Used for academic purposes



Educational Credentials

- Include Certifications and Training
 - TCOLE hours
 - Transcripts





Awards/Honors

- Letters of recommendations
- Commendations
- Special awards
- Thank you notes
- Newspaper articles



12650 Detroit Avenue • 44107
Timothy J. Malley Chief of Police

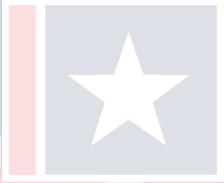
Division of Police
206-526-8750
FAX 206-521-7117
www.ci.lakewood.co

LETTER OF COMMENDATION

INVESTIGATOR GARY MALLOY

November 22, 2016

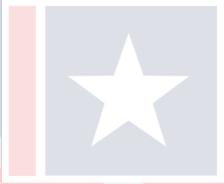
It is with great pleasure that I concur with the recommendations of your supervisors in issuing you a Letter of Commendation for your actions in your response to a person who had jumped off the Hilliard Bridge. On November 10th, 2016, the Lakewood Police Department responded to a report of a female threatening to jump from the bridge. Upon arrival her car was on the bridge but the female had jumped. Inv. Malloy responded to the Rocky River to attempt to locate the female. From the west side of the river he observed her near the east side of the river.



Organizations

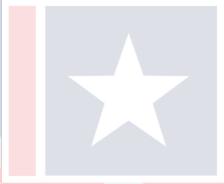
- What organizations do you/have you belonged to?
 - What are the dates?
 - What leadership roles did you take on?
 - What were some of the major projects accomplished by these organizations while you were a member?

- **MUST** include this section even if no organization affiliations



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



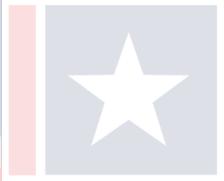
Leadership Autobiography & Biographical Sketch (six words)

- 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.
 - What six-word description would best describe me?
 - Imagine your story behind those six words

“Not an easy person to love”

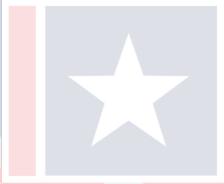
or

“A shining light for positive change”



Leadership White Paper (LWP)

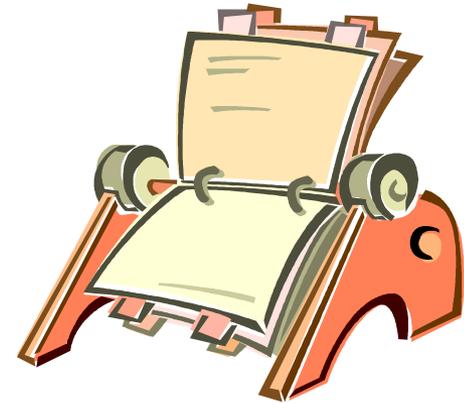


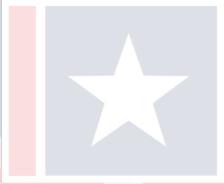


Professional Social Network

- Listing of contacts
 - Business Cards

- Class rosters





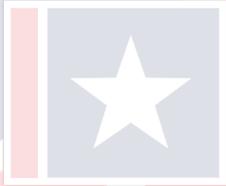
LCC Modules

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



Optional Components

- Any additional applicable components
 - Work In Progress
 - Pictures



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

- Include a Title Page @ beginning of LP

- Use tabs and Title pages to separate the sections
 - Extra Wide tabs work best (no colored tabs) ²⁴



Stack of papers with a red and white cover, featuring a blue star and the text: "The 11th Circuit Court of Appeals" and "The 11th Circuit Court of Appeals".

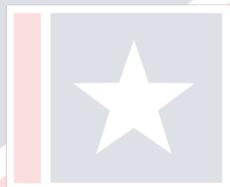
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Questions?

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