

Leadership Portfolio Contents:

The final component of the UB Leadership Certificate is designing a Leadership Portfolio. For each program or event, reflect on the experience and answer the following questions with a **minimum of one page per event**. Do not let these questions stifle your creativity and use them as a guide to thinking and reflecting on your growth and development. Your responses must be typed!

TRAINING

SOUL

- 1) With which section(s) of the Student Leaders Handbook are you most comfortable (skills you see as strengths)? Which sections do you feel less comfortable with or see as possible areas for improvement? Why do you feel that way?
- 2) Which skills will help you be the most effective leader you can be? How will you practice these skills?

OR

4 Life & Learning Workshops (Leadership or Diversity Workshops)

For each workshop, answer the following questions:

- 1) Which strategies from the workshop are you most likely to use?
- 2) After attending the workshop, what short term goals can you set for yourself around the topic addressed? What does an action plan look like for you to attain those goals?
- 3) What do you know about yourself now after the workshop that you did not realize before attending?

EDUCATION

For each program attended, answer the following:

- 1) What did you learn from the program or class? How will this information help you as you develop into a leader?
- 2) How have you applied what you learned during the program or class?

DEVELOPMENT

- 1) Where did you complete your 20 hours of service? What were your specific tasks that you completed?
- 2) How does the organization you served impact the community?
- 3) How did your participation in this service assist the organization?
- 4) What skills did you learn from your training or education that you were able to use while completing your service component?

ACTIVITY TRANSCRIPT

Be sure to submit all new activities and involvement to be included on your Activity Transcript. Complete and print out your Activity Transcript online at <http://www.student-affairs.buffalo.edu/leadership/at.php> .

Final Reflection Questions:

- 1) How have you changed by completing the Leadership Certificate?
- 2) What skills/information do you still need to learn about to help you as a leader? How will you acquire that knowledge/skill?