BUSS 301 “Corporate Leadership and HR” Assignment 1 Fall Semester 2022 Due Date Week 3 Overall Instructions This assignment is in four parts, A, B, C and D. All four parts have to be completed. Each part has its own set of instructions. Follow them carefully. Give your assignment 1. A cover page with the logo, 2. your name and ID, and your section, 3. the date, 4. BUSS 301 Assignment 1 and include your section number and the name of your instructor, 5. Paginate your assignment, 6. Number all your answers accurately. Your final submission will look like this: 1. Cover page 2. A 1 and A 2 3. B 1 and B 2 4. C 1-10 5. D Personal Development Program Part A The Complexion of Your Personality There are two deliverables here, a self-assessment and a Personal Career SWOT. 1. Access http://www.personal.psu.edu/~j5j/IPIP/ipipneo120.htm 2. Read the information. It is an introduction and explanation, 3. Click on the two tick boxes to indicate that you have understood the information, and then click on “Send”. This will provide you with the first 60 questions, 4. Follow all the instructions and answer all 120 questions, 5. Save your results firstly as a hard-copy and also as an html or PDF file. This is important to keep this in your e-folio, 6. Include the hard-copy in your assignment submission and number it A 1 7. Create a “Personal Career SWOT” using relevant data from your self-assessment from the website above. See the SWOT format below. In your submission, head this up as Personal Career SWOT. Number it A 2. A 2 Personal Career SWOT Below is a partially complete example. You should adapt it for yourself. My internal strengths For example: I have excellent technical knowledge, I’m good at working in a team My internal weaknesses For example: I’m poor at time-management, and I lack confidence in interviews and presentations My external opportunities For example: There’s a shortage of engineers in my field I’m about to complete my degree I have contacts in my fields who can assist me My external threats For example: I’m competing for a job with others with the same qualifications and more experience The economic situation is not as strong as it was 2 years ago Part B Your Most and Least Successful Leadership Experiences 1. See the two questions below, B 1 and B 2. Together they comprise a self-assessment on your best and worst leadership moments, 2. Complete Parts B 1 and B 2 by explaining in 500-800 words in each case, what your most and least successful leadership experiences were, 3. It is important to be honest with yourself, making a pretence of any kind will not assist you to identify your errors and improve on them, 4. Include an appropriate amount of detail to make your experiences as clear to the reader as possible. Self-Assessment of Your Best and Worst Leadership Moments (This part of the assignment was adapted from Hackman, M. and Johnson, C. (2009), Leadership – A Communication Perspective, 5th Ed., Waveland Press.) Part B 1 Everyone has enjoyed leadership success at some point. At some time – whether within the family, high school, KU situations, on the athletic field, in a community or religious group or in a work situation – we have all made things happen by motivating and activating other people. We have all been leaders to a greater or lesser extent. Looking back over the last few years, what is the experience that you are most proud of as a leader? Part B 2 Just as all of us have enjoyed success, we’ve also experienced the pain of leadership failure. Learning to be a leader requires looking back and learning from past mistakes so that you don’t repeat the errors. Looking back over the last few years, what is the experience that disappointed you the most in your own leadership at that time. Part C Leadership Lessons 1. In this part, list 10 leadership features that you have learned so far from your best and worst experiences. To reach 10 items, you may also use features that you have learned from others’ situations. These are examples, and so you may not use them for yourself: It is difficult to succeed as a leader when followers are not motivated, Leadership works best when you have a clear sense of direction. 2. Describe each item from 1-10 so that they are clear to the reader. This may take one, or even two to three sentences in each case. Part D Personal Developmental Program (PDP) 1. Read the PDP below and copy the main frame. All the white internal fields act only as examples. 2. Complete your own PDP according to this model by inserting information that is relevant to you. 3. You may compress the timeline over a period of months rather than years, if you wish.