**Leadership Skill-Building Exercises**

The sole purpose of this project is to highlight the personality traits of leadership skills. I will share the findings and quiz points of leadership-skill building exercises and leadership self-assessment quizzes which provide me with personal awareness. The various leadership skill-building exercises include Negotiation, Business writing, Facilitation skills, Decision making and problem solving, Presentation skills and listening skill. The exercises are designed to help leaders develop the skills they need to succeed in the business environment of today and tomorrow (Achua & Lussier, 2010).The portfolio building leadership skill-building exercises entails the following steps:

- Creation of a portfolio page for each skill of interest that one would like to build.

- List your projects and achievements in the form of milestones and goals.

- Describe the process to get from point A to point B.

- Develop a list of resources that are required for you to complete each skill level.

- Select a mentor and create a relationship with them dependent on the skill level you are building.

- Go through allofyour projects, milestones and goals one by one.

- Record new information about the project each time you go through it.

- Relate the new information to previous steps in the process and draw conclusions from what you've learnt.

Examples of common resources to access the requiredskills literature include books, websites, courses, literature reviews and research papers as well as online tests or assessments that assess knowledge and skills such as levels of difficulty or complexity. Additionally, a mentor can be an expert in your chosen field or just someone with whom you can share information and advice about your particular skill levelpossessing more skills than an individual.

Both of the Portfolio building leadership skill-building exercises are designed to help evaluate and communicate skills, including skills that one may not be aware of (Dubrin et al., 2006). This can be a very difficult task, so the exercises are structured to create an effective and efficient evaluation process.These exercises are designed to lead you through the following steps:

1) Evaluate your skills as they relate to leadership

2) Identify gaps in your skill set that can be addressed through learning and development activities

3) develop a "skill map" for future reference (and for potential hiring managers!)

4) Create a more detailed portfolio by creating resumes for two fictional applicants to play several leadership roles. this not only help figure out what should be done but also perfectly how.

Leadership is the ability to influence and be influenced by others. As a leader, it is your responsibility to build a strong team of followers who you empower with autonomy in order todo their job well—and also give them guidance to ensure they'll grow into great leaders themselves. To test your leadership skills, consider these skill-building exercises. They're quick and easy, requiring no previous teaching experience or outside materials (except for the required list of exercises).

Spreadsheets are powerful tools when used properly—and they can be scary when used improperly. Take the time on your lunch break one day to go over a few spreadsheets with your co-workers who don't use them often or don't feel confident using this powerful business tool.

Portfolio building leadership skills enables one to conduct self assessment and reflect on one's leadership style and performance. This tool is useful for those who want to develop their abilities as a leader (Dubrin et al., 2006).Many leaders today are full of passion, raw energy and desire to achieve extraordinary things, but they may lack the competence to do it successfully because they lack the skills needed in our fast-paced world. This is where professional coaching comes into play which helps them identify their strengths and weaknesses as well as how these skills can be translated into action e.g., managing an innovation team or planning an annual goal setting meeting.

Conclusively, Portfolio leadership skill building is a method for developing leadership skills, which can be used across different types of profession. It consists of three stages to help students become better leaders by practicing in the context of their own portfolios. The three stages are Observability, Clarion, and Evaluation.

Portfolio Leadership Skill Building can enhance students’ leadership skills that they use in their daily lives work environment or university setting (DuBrin, 2015). Observability: This stage provides an opportunity to analyze where one is currently at with respect to leadership development on a personal level. During this stage, students get to reflect on their skills and apply them to their leadership portfolios in three ways. First is a Statement of Understanding, which is a reflection on how one understands his or her leadership skills and their personal situations. Second is a Statement of Intentions, which is a reflection on what needs improvement with regards to the student’s level of skill and achievement of leadership skills. Third is a Statement of Objectives, which is a reflection on the desired level of leadership skills and achievement of those skills during one’s school career.

Clarion: At this stage in Portfolio Leadership Skill Building, students revise their skills, considering both how well they can use them and achieving goals set for them in Observability and Statement of Intentions( Hamdani, 2018).. This stage helps one become more confident about his or her leadership abilities by moving from understanding to action. During Clarion, students incorporate what they know about their strengths, abilities, and challenges into the skill building process by developing action plans that reflect their current level of skill.

Evaluation: The third stage of Portfolio Leadership Skill Building consists of evaluating the effectiveness of their skill development and the degree to which they have achieved their skills. Students gain experience about how to use leadership skills in their daily lives and careers, applying them to the school contexts, such as participation in student activities, personal learning objectives based on project work, and self-directed learning plans.For students who are new at leadership skill building, it is suggested that they apply “portfolio pedagogy” to develop new skills.

**References**

Achua, C., & Lussier, R. N. (2010). *Effective leadership*. Cengage Learning.

DuBrin, A. J. (2015). *Leadership: Research findings, practice, and skills*. Cengage Learning.

Dubrin, A. J., Dalglish, C., & Miller, P. (2006). *Leadership, 2nd Asia-Pacific ed*. John Wiley & Sons Australia.

Hamdani, M. R. (2018). Learning how to be a transformational leader through a skill-building, role-play exercise. *The International Journal of Management Education*, *16*(1), 26-36.

Here is the 2nd written assignment