

## LEADER SKILLBOX

### INTRODUCTION

For students and trainees, if you're interested in improving your leadership skills, the Leader SkillBox is a tool designed for you. It will:

- help you to assess your leadership skills and to improve and refine them;
- provide you with the opportunity to gain sufficient leadership skills;
- empower you to reach sufficient leadership skills to pave your way to becoming socially responsible leaders and to develop as members of society and European citizens.

This SkillBox consists of 5 documents:

1. QUESTIONNAIRE,
2. RESULTS,
3. RESULTS INTERPRETATIONS,
4. RESULTS ACCORDING TO LEADER COMPETENCIES,
5. MATERIAL FOR IMPROVEMENT.

To improve your leadership skills, you should do step by step all 6 stages of Leader SkillBox:

Stage 1. In the first stage please answer the self-evaluation questionnaire (See document: 1 Leader Skillbox Questionnaire) to assess yours' today skills in the field of leadership.

Stage 2. Then, calculate your score, filling in table RESULTS (See document: 2 Leader Skillbox Results). Enter your knowledge score of key competences and the overall score for all competencies.

Stage 3. After you find out your score (filling in table RESULTS) in different competencies, please check where you are and suggestions where to go in RESULTS INTERPRETATIONS (See document: 3 Leader Skillbox Results Interpretations). In this stage different levels of leadership skills are identified, explained and they are moreover linked with real life situations and ways in which a socially responsible leader should behave. Leadership skill levels are marked in different colors.

Stage 4. Calculate your score in each competency – according to your score in table RESULTS complete the RESULTS ACCORDING TO LEADER COMPETENCIES table (See document: 4 Leader\_Skillbox\_Results According to

Leader Competencies). You will then see which specific competencies you could develop. This document provides a link to each competency page in the MATERIAL FOR IMPROVEMENT.

Stage 5. Open the document MATERIAL FOR IMPROVEMENT (See document: 5 Leader\_Skillbox\_Material for Improvement). It provides information and links on how to improve both your existing socially responsible leadership skills and those you need to develop. The four core competencies and their accompanying competences are explained. The information is divided into three levels, each explained in detail and has its own color. You can find the document here: <https://liba.lt/fetled/>.

Stage 6. After you have practiced on the leadership development material, return to the first stage – questionnaire again and evaluate your progress in leadership qualities.

**Please remember** - this is only self-evaluation tool, be sincere as possible, do this for you as a future leader!

#### Explanations:

Within the FETLED project the materials related to leadership competencies was reviewed, applied and tested in the practical context of the business training system and the Leader SkillBox was created. There was research done on what key leadership competencies could be developed in Practice Enterprises. The nature of leadership competencies was highlighted, with a strong focus on the perception of socially responsible business.

A Practice Enterprise is a trainee-run company that operates like a real business. It silhouettes a real enterprise's business procedures, products and services. A Practice Enterprise resembles a real company in its form, organisation and function.

More information about the PE concept can be found here: <https://www.penworldwide.org/about-us/concept/>.