



LEADERSHIP STAR EVENT



Personal Leadership Profile and Employability Skills Checklist and Instructions

Each participant will create a personal leadership profile which outlines his/her leadership activities or experiences in the following areas:

- FCCLA (national programs, competitive events, Leadership Academy, local/regional/state/national leadership roles, etc.)
- School (clubs, sports, activities, etc.)
- Personal/Family/Community (employment, clubs, organizations, etc.)

The personal leadership profile should not exceed more than one page, and the Employability Skills Framework Checklist should not exceed two pages.

Using the Employability Skills Framework Checklist below, indicate with an “X” which skill components you have developed or improved through participation in each of the three activity categories. Not all activities may align with an employability skill component. Only mark an “X” if you could document this skill if asked.

For each of the three Employability Skills Framework areas, provide an explanation of how your participation in the marked activities have improved the identified skills.

EMPLOYABILITY SKILL FRAMEWORK CHECKLIST AND TEMPLATE (continued)

Workplace Skills	Resource Management	Manages time			
		Manages money			
		Manages resources			
		Manages personnel			
	Information Use	Locates			
		Organizes			
		Uses			
		Analyzes			
		Communicates			
	Communication Skills	Communicates verbally			
		Listens actively			
		Comprehends written material			
		Conveys information in writing			
		Observes carefully			
	Systems Thinking	Understands and uses systems			
		Monitors systems			
		Improves systems			
Technology Use	Understands and uses technology				

In what ways did your activity participation improve your Workplace Skills?