



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

Name of Participant _____

Chapter _____ State _____ Level _____

Employability Skills Framework Components			FCCLA Leadership Activities	School Leadership Activities	Personal/Family/ Community Leadership Activities
Applied Knowledge	Applied Academic Skills	Reading skills			
		Writing skills			
		Math strategies/procedures			
		Scientific principles/procedures			
	Critical Thinking Skills	Thinks creatively			
		Thinks critically			
		Makes sound decisions			
		Solves problems			
		Reasons			
		Plans/organizes			
In what ways did your activity participation improve your Applied Knowledge Skills?					
Effective Relationships	Interpersonal Skills	Understands teamwork and works with others			
		Responds to customer needs			
		Exercises leadership			
		Negotiates to resolve conflict			
		Respects individual differences			
	Personal Qualities	Demonstrates responsibility and self-discipline			
		Adapts and shows flexibility			
		Works independently			
		Demonstrates a willingness to learn			
		Demonstrated integrity			
		Demonstrates professionalism			
		Takes initiative			
		Displays a positive attitude and sense of self worth			
		Takes responsibility for professional growth			
		In what ways did your activity participation improve your Effective Relationships 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?					