



Skill Passport

Track your progress

My name is:

I work at:



Skills Builder
PARTNERSHIP

Welcome to your Leadership passport!



This is a place for you to record all the steps you are taking to improve your Leadership skills. Showing great Leadership skills is really important as it helps you recognise your own feelings and those of others, as well as manage teams effectively.

Seek guidance from a teacher or mentor, to identify which step to start on. When you show a skill step, you (or your mentor) will write a clear example from curriculum lessons, projects and extra-curricular activities. When you've shown the step at least three times with different examples, you will be ready to tick it off on the back of your passport and move to the next step.

STEP 0 I know how I am feeling about something



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

1

I know how to explain my feelings about something to my team



EXAMPLE 1

Empty rectangular box for writing an example.



EXAMPLE 2

Empty rectangular box for writing an example.



EXAMPLE 3

Empty rectangular box for writing an example.

STEP

2

I know how to recognise others' feelings about something



EXAMPLE 1

Empty rectangular box for writing an example.



EXAMPLE 2

Empty rectangular box for writing an example.



EXAMPLE 3

Empty rectangular box for writing an example.

STEP

3

I manage dividing up tasks between others in a fair way



EXAMPLE 1

Empty rectangular box for Example 1



EXAMPLE 2

Empty rectangular box for Example 2



EXAMPLE 3

Empty rectangular box for Example 3

STEP

4

I manage time and share resources to support completing tasks



EXAMPLE 1

Empty rectangular box for Example 1



EXAMPLE 2

Empty rectangular box for Example 2



EXAMPLE 3

Empty rectangular box for Example 3

STEP

5

I manage group discussions to reach shared decisions



EXAMPLE 1

Empty rectangular box for writing an example.



EXAMPLE 2

Empty rectangular box for writing an example.



EXAMPLE 3

Empty rectangular box for writing an example.

STEP

6

I manage disagreements to reach shared solutions



EXAMPLE 1

Empty rectangular box for writing an example.



EXAMPLE 2

Empty rectangular box for writing an example.



EXAMPLE 3

Empty rectangular box for writing an example.

STEP

7

I recognise my own strengths and weaknesses as a leader



EXAMPLE 1

Empty rectangular box for writing an example.



EXAMPLE 2

Empty rectangular box for writing an example.



EXAMPLE 3

Empty rectangular box for writing an example.

STEP

8

I recognise the strengths and weaknesses of others in my team



EXAMPLE 1

Empty rectangular box for writing an example.



EXAMPLE 2

Empty rectangular box for writing an example.



EXAMPLE 3

Empty rectangular box for writing an example.

STEP

9

I recognise the strengths and weaknesses of others in my team, and use this to allocate roles accordingly



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

10

I support others through mentorship



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

0

I know how I am feeling about something



STEP

1

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STEP

2

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STEP

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STEP

7

I recognise my own strengths and weaknesses as a leader



STEP

8

I recognise the strengths and weaknesses of others in my team



STEP

9

I recognise the strengths and weaknesses of others in my team, and use this to allocate roles accordingly



STEP

10

I support others through mentorship

