



# Redhawk Leadership Program

## Phase 1 Guidebook



**LEADERSHIP  
DEVELOPMENT**

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## **Overview of the Program**

The purpose of the Redhawk Leadership Program (RLP) is to offer you support and structure, while having the flexibility to create your own experience, based on personal interests and passions. Our goal is to offer a guided experience that prepares you to make a difference in your world.

So what does that mean? Each participant receives a set of guidelines (in this booklet) which outlines the basic components, but ultimately YOU are in the driver seat. Use this guide as the map.

### **What do I have to do?**

- Attend quarterly cohort meetings, which are scheduled one quarter in advance. Check website for specific dates.
- Work with a mentor (select on one's own or paired with assistance through the program).
- Attend annual Reflection Night. Check website for specific dates.

In addition to these activities, participants will complete requirements specific to each of the three phases, which should each take about two quarters to complete. You determine the pace.

### **What are these 3 phases?**

There are three phases to the program: Self, Self in Community and Leadership Vocation. During each phase, participants complete structured learning (eg- workshops, retreats), complete independent learning (eg- reading a text, a personal project), and develop an electronic portfolio. This guide will outline these for you.

### **How long is the program?**

The program is designed to be completed in no less than five quarters, but can be stretched out as long as you like. You begin when you are admitted to the program and you are done when you complete the requirements.

### **How do I get started?**

Review this guide first, then for additional questions, contact Leadership Development and schedule a time to come in for a one on one appointment.

### **Can other people join?**

The program is currently accepting applications for new participants in Fall Quarter to begin the program in Winter Quarter. If you know people who would like to apply, please direct them to our website or office for more information and an application.

### **How do I communicate when I complete requirements?**

This guide will outline how to communicate each requirement as you complete it, but you can also check online or ask one of our friendly staff members.

### **How do I use this guidebook?**

This guide addresses Phase 1 of the program. Consult the next section for an overview of each of the requirements, including the meaning behind why it is included in the program, suggestions and parameters and how to let us know when you've completed it. There's even a handy "check off" box next to each requirement to help you keep track!

## Phase 1 Requirements

This first phase, which should take a minimum of two quarters, is focused on the personal aspects of leadership or “Self”. To complete this phase of the program, you will need to complete the following. For specific workshops scheduled each quarter, visit our website.

We start with a concentration on ourselves because this is where leadership begins! Jesuits have modeled from the very beginning, the importance of building a strong foundation for change-making with deep personal knowledge and mastery. Who are we to argue with almost 500 years of success?

### **1. Structured Learning**

You have two options for completing this requirement, but both are rooted in building a strong foundation of self knowledge. We hope to help you examine and better understand several aspects of who you are: your values and core beliefs, the strengths and talents you possess and bring to leadership, your identity in a diverse community and your personal wellness. We also allow for one additional component that draws your specific interest. Generally, a session should be at least 60 minutes in length in order to get to the depth of learning that we’re hoping for, but this is a guideline only.

**Option A:** Complete each of the following 5 workshops. Leadership Development sponsors some workshops each quarter (posted on our website), but you may use a workshop offered on or off campus by anyone. If it deals with the topic listed and you feel it will help you achieve the spirit of what we’re asking, feel free to seek out sessions offered by anyone. You can even use workshops that have been completed as a part of another program or experience that you’re doing (eg- training for a leadership role or a conference attended). What’s important to us is the knowledge you’re building, not adding more work.

**Personal Integrity:** Any workshop or speaker that helps you clarify your values, reflect on how you live more consistently with these values and/or lead a more ethical life.

**Personal Strengths:** Any workshop or speaker that helps you discover or elaborate on your skills, traits or strengths. Examples include the Meyers-Briggs Type Indicator (MBTI), StrengthsQuest and True Colors.

**Diversity:** Any workshop or speaker that helps you better understand who you are in the context of social structures such as race, gender, sexual orientation, ability, ect.

**Wellness:** Any workshop or speaker that helps you develop strategies to cope with stress, learn to balance your life and/or enhance your personal wellness.

**Your Choice:** Select a workshop or speaker that helps you better understand yourself or contributes to your personal development.

- Option B:** If you have completed either the First-Year Leadership Institute (FLI) sponsored by Leadership Development, or the Connections Leadership Program (CLP) sponsored by the Office of Multicultural Affairs, you are done with this requirement! Of course, you're always welcome to continue your learning by completing additional workshops.

**How to Report:** Regardless of whether you choose Option A or B, please report completion of each workshop or program completed through the online RLP Report form.

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## **2. Experiential & Independent Learning**

In addition to learning opportunities developed by others, we want to help you cultivate the ability to create your own learning. Please complete both of the following requirements.

- Participate in an Intentional Community:** This can be a Living Learning Community, Collegium or group with which you have sustained relationships over time. The intention behind this component is to give you the opportunity for personal growth that happens with relationships that develop over time. We do not have rules about how often you must have contact with this group, but please consider if you have enough time spent to feel that you are developing authentic connections.
- Read a Book:** The Phase 1 Reading List, which contains a list of recommended titles, can be found on our website. If you have a book that you would like to propose as an alternative, please email us ([lead@seattleu.edu](mailto:lead@seattleu.edu)). Please include the title, author and a brief description of what about this book will enhance your self-knowledge or personal leadership.

**How to Report:** Please report the completion of each of these components through the online RLP Report form.

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## **3. Mentor Relationship**

Research has shown that working with a personal mentor is a key component in supporting student leaders' development. We ask participants to include a mentor in their RLP experience, but the focus of your work with that mentor is up to you. We do have structures in place to help you be successful, but YOU are in the driver's seat. We ask that you try to confirm your mentor by about a quarter into Phase 1, but certainly before moving on to Phase 2. You will continue working with mentor until you complete the program.

- Select your Mentor:** If you already have someone who you consider a mentor, you are welcome to continue working with this same person as your RLP mentor. Even if you already have a mentor, you may want to use this as an opportunity to add another person to your "support team".

Here are a few suggested steps to help you be successful:

- a. Before approaching a potential mentor, consider what your goals are. Do you want to seek someone who can shed light on some career decisions you need to discern? Are you seeking a connection in a particular field? Is your interest more aligned with life goals? Begin by being clear about what you hope to gain.
- b. Once you know your goals, identify your potential mentor. If you need assistance finding someone, Career Services has offered their services. Please contact Beth Kreitl, Executive Director by email ([kreitlb@seattleu.edu](mailto:kreitlb@seattleu.edu)) to set up an appointment.
- c. When you have a candidate, make the request! You may want to explain that you're participating in a leadership program and share a little about RLP (even if you are working with someone you already know), share the goals that you have discerned and your desires for how often you would like to meet (eg- monthly, weekly). We recommend, although this is not a rule, that you have at least quarterly contact.

**Develop a Personal Formation Plan:** Once you have agreed to the basic terms with your mentor, you will want to develop a plan for your growth. You may use, but are not required, the Personal Growth Plan Template for the plan (attached at the end of this packet).

When making your plan, go back to your goals. What can your work with a personal mentor and participating in RLP help you develop? What is would fill out your formation as a leader more completely? Be as specific about the goals, steps to reach these goals and timeline as you can. This will help keep you on track. This plan should be consulted occasionally with your mentor.

**How to Report:** Please report the completion of each of these components through the online RLP Report form. When reporting who your mentor is, we will want to know their name, email and/or phone and title or relationship . When reporting your formation plan, you do not need to include a copy (unless you want to solicit feedback).

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#### **4. Portfolio**

We include an electronic portfolio as a part of the program for two reasons. First, it will help you to synthesize and connect the various experiences you'll have through the program. Second, it will become a tangible way to communicate your growth to both us and future audiences such as departments selecting students for campus leadership roles, graduate schools or even employers. You will begin your portfolio during Phase 1 and continue to add to it throughout the program.

You can visit the template site (<https://sites.google.com/site/redhawkleadershipportfolio/home>). This is your best source for details and can also be found via a link from our RLP website. You may use the template exactly as presented, make some minor changes or develop a completely different organizational structure and look. Please feel free to make it your own. We lay out minimum

requirements, but you are invited to add to the content. Google sites are an option, but you are welcome to use any platform you choose, as long as it can be easily shared with others.

**Start Your Portfolio:** Complete the first step with your portfolio by developing your site. Minimum requirements include:

- **Opening Statement:** This is your welcome to visitors. This is a great place to write a brief statement about yourself and your interests. Feel free to include pictures, quotes that inspire you and/or anything to personalize the page to represent you.
- **Navigation System:** Make sure there is some sort of organization so visitors can easily find the various components.
- **A Personal Integrity Statement:** Please write a brief statement (about 50-200 words) that states your personal values and commitment to live with integrity. Some things to consider:
  - What values guide your life?
  - If presented with a decision or challenge, on what principles do you lean?
  - To what are you most committed?
  - How will you maintain this commitment?
  - What does living with integrity mean to you?
  - Although not required, you may attach files or documents that illustrate your values in action on this page.
- **A Personal Strengths Reflection:** Following completion of your personal strengths workshop (See Structured Learning section), please write a reflection. It should include:
  - Your strengths,
  - Where you have put these strengths into action,
  - How your strengths connect to your personal leadership style and
  - Thoughts on how you can continue to refine and contribute these talents in meaningful ways.
  - Although not required, you may choose to attach files that illustrate your strengths in action.
- **A Phase I Reflection:** Toward the end of your participation in Phase 1, please write a reflection on the themes for this part of the program: 1) Personal Integrity, 2) Self-awareness and knowledge and 3) Wellness. You may organize this however you like, but please write a reflection on what you have learned so far about each of the three themes and how you will continue to develop these areas of leadership. You may attach files that illustrate your learning around each of the themes, but again, this is not required.

**How to Report:** Please report the completion of each of these components through the online RLP Report form. If you would like feedback at any point, please email us ([lead@seattleu.edu](mailto:lead@seattleu.edu)).

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## **5. When You're Done with Phase 1**

When you have completed the components of Phase 1, we will do one final check to make sure we're all on the same page, and then you are ready to move on to the Phase 2 requirements. A good indicator is when you have all the boxes in this guide checked.

You will continue to attend Cohort Meetings each quarter, meet with your personal mentor and develop your portfolio. However the components for your Structured and Experiential & Independent Learning will change. If you have questions before you get to the point about the specific requirements, contact us ([lead@seattleu.edu](mailto:lead@seattleu.edu)). We can answer specific questions, set up a time to meet or send you the Guide for Phase 2.

**How to Report:** When you think you're done with Phase 1, complete an online RLP Report form. We'll double check and get you started on your next phase!

Personal Formation Plan: Redhawk Leadership Program

Goals/Areas of Focus:	Actions/Steps:	Timeline:	Notes:

Participant Name