

Being a Leader Program - On the Job Project

As part of the ***Being a Leader*** program, you are to develop and complete an On the Job Project (OJP) that demonstrates your ability to put the classroom learning into practice. Your project should be relatively short term (a couple months) and provide direct impact to both you and your organization. Use this handout to help guide your initial development of the project.

Timeline

Week 10 – You will discuss some project options with classmates during the Week 10 session to help scope the project parameters and feasibility.

Break week between Week 10 and 11 – Refine your project, discuss it with your Supervisor or your company's Partner Representative, complete and sign this handout.

Week 11 – Turn in a copy of this handout to your instructor during the Week 11 session.

Week 12 – During the Week 12 session you will provide a brief (30 second) overview of your experience in the class and highlight your favorite / most impactful learnings, your Personal Poster (STAR Poster), and your intended OJP.

One month after completing class – The formal graduation from the Being a Leader Program will be a month after the formal classroom sessions are completed. At graduation you are expected to give a 3-5 minute presentation on your OJP status as well as how the course has impacted you at your workplace.

Use the Project Management notes from class (part of the Planning and Aligning section) and the Work Breakdown Structure handout to help guide your project.

Your Project: What do you think you can do that demonstrates / takes advantage of some of the learning in the classroom?

Brief description of the project

Why this is important to you

Why this is important to the company

What topic or topics does this effort primarily relate to and how?

Courage:

Managing Conflict:

Driving Engagement:

Planning and Aligning:

Optimize Work Processes:

End goal of the project (how does it affect you or the organization and how you will measure success):

Completion Date:

Major Milestones (activity and date):

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I have discussed this project with my supervisor or company representative

Supervisor's Name: _____

Partner Representative's Name: _____

Your signature: _____