



Leadership through an Adult Learning Lens: Adult Learning Principles #1-6

SELF-ASSESSMENT

Use this self-assessment to periodically reflect on your leadership. Be honest with yourself and open to understanding your strengths and areas for growth. To understand how your staff view your leadership, invite them to anonymously complete the self-assessment, then compare their reflections with your own.

NAME: _____

DATE: _____

	Item	Never	Sometimes	Most of the time	Always
#1: Adults learn best when learning is immediately relevant and useful.					
1.	I cultivate a culture of shared responsibility so that staff help me understand what is most immediately relevant and useful.				
2.	I actively connect new information to the day-to-day realities of their work.				
3.	I allow staff to contribute to setting program goals and to set their own individual goals.				
4.	I use data to inform my decisions about what information and training individual staff and groups of staff need as well as what the program needs.				
5.	I invite feedback to hear how new policy/decisions will affect individuals and the program.				
#2: Adults learn best when new knowledge is built on prior knowledge and experience.					
6.	I am intentional about finding out what my staff know.				
7.	I create the conditions for staff to share their expertise with their colleagues.				
8.	I acknowledge and connect new information to staff knowledge and expertise.				
9.	I pause to listen and tap into staff prior knowledge and experience first before offering solutions.				
10.	I use open-ended questions/statements to tap into what staff know and have tried before offering solutions: <i>Ex: What has worked with other families? Why do you think that happened? What have you already tried to solve that problem? What could you do differently next time? Based on your experience, what do you think would help?</i>				

#3: Adults learn best when they understand what they are learning, why it's important, and how to use it.					
11.	I provide specific guidance when introducing new policy/procedures that describes what, why, and how.				
12.	I present information in a step-by-step model and relate the steps to the realistic implementation of the whole procedure.				
13.	I routinely share/summarize the data that informed my decisions.				
14.	I help staff understand the reasoning behind new policies and procedures as it connects to program success.				
15.	I provide specific information about requirements then tap into the staff's knowledge and experience to define how to implement a new procedure/practice.				
#4: Adults learn best when they actively practice and participate in what they are learning.					
#5: Adults learn best when they practice in context and in real time.					
16.	I have a firm understanding of high quality EI practices and what they look like.				
17.	I regularly highlight quality practice indicators and discuss/illustrate what they look like with staff.				
18.	I encourage/incentivize mentoring or have a mentoring system in place to support the use of recommended practices.				
19.	I regularly observe staff practices so I stay connected to implementation successes and challenges.				
20.	I contact families to assess their perceptions of the quality of the services they received.				
#6: Adults learn best when opportunities for reflection and feedback are offered.					
21.	I model reflective practices and engage in reflective supervision with staff.				
22.	I ask open-ended questions to facilitate reflection with staff, such as: Ex: <i>What does ___ look like when you do it? Why do you think ___ is hard? How could this work better? What do you need right now?</i>				
23.	I invite staff feedback on program operations, supervision, and practices used with families.				
24.	I give immediate and specific feedback to staff that explains what, why, and how.				
25.	I am responsive to staff feedback and use it to make program and personal improvements.				
26.	I have the support I need to reflect on my own leadership practices.				

Based on what you noticed from completed the self-assessment above, pinpoint your strengths and challenges. You will develop a specific plan for improvement to guide your use of the strategies to implement Adult Learning Principles #1-6 later in the day.

My strengths are:

My areas for growth are:

My plan for improvement* is:

**Be specific here, including WHAT you will do, WHY it's important, and HOW you will meet your goal.*