**Evidence of competence in leadership**

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| **1** The best example. |  |
| **2** What I believe is meant by  ‘leadership’. |  |
| **3** Context: brief details of the circumstances, event or activity when I gave leadership to others. |  |
| **4** Level of responsibility on this occasion. The scale and scope of the work or event. |  |
| **5** Personal contribution: what I did. |  |
| **6** Who else was involved –  and what they did. How I involved other people, such as delegating authority, or seeking opinions. |  |
| **7** Example of leadership skills I exercised. |  |
| **8** How I took on board the opinions and feelings of other people |  |
| **9** The outcomes. What happened. |  |
| **10** What worked well on this  occasion? |  |
| **11** What lessons did I learn  from this occasion? |  |
| **12** What would I do differently on another occasion? |  |
| **13** How typical is this example for me (a daily/weekly/occasional/rare occurrence)? |  |
| **14** Brief details of a recent (or second) example. |  |
| **15** Brief details of a third, preferably contrasting, example. |  |
| **16** How could this competence be applied to other situations? |  |
| **17** How do I measure my success for this competence? |  |