

# Leadership Self Reflection and Mentorship Plan

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## Introduction

A mentorship portfolio is an accumulation of material, reflections, and observations that displays how a mentee has developed and grown under the direction of their mentor. This portfolio encapsulates the mentorship, relationship's state, and achievements in achieving the mentee's goals and objectives. It is an amalgamation of documents that capture the student's growth engagingly and compellingly, crafting a narrative of the mentoring experience. The complexity and variety of the portfolio are profoundly essential, weaving together the unique mentorship journey with insightful reflections, tangible milestones, and reflective appendices. The main goal of this mentorship portfolio is to aid in examining and reflecting upon my personality traits, leadership skills, and goals while participating in mentorship activities and learning from the Japan Association of Charitable Organizations (JACO). The portfolio has two parts: parts A and B, which focus on self-reflection, analyzing my personality traits, and outlining mentorship plan and proposal, respectively.

## PART A

### Summary of Personality Test Results (Logistician/ISTJ)

The personality assessment categorized me as a Logistician (ISTJ). I embody reflective, wise, logical, and decisive characteristics. This identity is defined by being discreet but determined, maintaining a good view of existence, and tackling endeavors with meticulous preparation and systematic intent. Logisticians are renowned for their honesty, dependability, and pragmatism in diverse facets of life, encompassing their occupations and intimate connections.

After reflecting on the integrity of the personality test results and their agreement with my self-perception, I feel reassured by the findings. The Logistician profile accurately describes how I tend to focus inside and do self-analysis. It's not uncommon for me to examine a situation from multiple perspectives before deciding. The exam results corroborate my self-perception that I have a penchant for carefully considering and focusing on the finest details. The qualities of discretion and deliberation also resonate deeply with me. By nature, I prefer to be alone to refresh my mind and better absorb information. I can dive deeper into tasks and approach them with a more focused mindset because I

appreciate quiet reflection. In addition, I know the benefit of being methodical in my actions. Since the beginning, I've worked hard to plan and pay close attention so that every effort I make is focused on achieving a specific goal.

## Reflection on the Accuracy of Results and Self-Perception

I was pleasantly surprised that the personality test results emphasized my strong work ethic and sense of duty. Seeing the relevance of traits like dependability and loyalty in the results was affirming, even though I already knew they had a role in shaping who I am. It validated my commitment to what I care about, like doing my best and being trustworthy (Torres et al.,2020). Having my hard work and dedication recognized this way encourages me to keep pushing myself to achieve excellence in my career.

Moreover, I was intrigued by the importance of character evaluation on my ability to maintain composure and practicality under pressure. Although I hadn't given much thought to this aspect of my personality, the results jibed with examples from my life. I remembered the many occasions when I could remain calm under pressure by using my analytical and problem-solving skills. By coming to this conclusion, I better understood how traits like my propensity for a good outlook on life contribute to my resilience and capacity to make sound choices despite adversity (Torres et al.,2020). Recognizing this quality inspires me to improve and channel it to provide effective leadership and assistance in high-pressure situations.

## Surprising Results and Agreement/Disagreement

Reading through the results of the character evaluation, I was pleased to see that my conscientious approach to work and a strong sense of duty had been highlighted. Even though I have always considered myself honest and dedicated to their work, seeing these qualities highlighted in my accomplishments has renewed my appreciation for how they have shaped who I am (Invernizzi et al.,2020). This experience reaffirmed my dedication to excellence and the care I approach my responsibilities.

My personality test results revealed a different perspective that placed greater importance on my ability to maintain a level head under pressure. I was aware of this trait to some extent about myself, but seeing it so obviously manifest in the outcomes was surprising and consistent with my experiences. Throughout my career, I've encountered several challenging situations, but I've always been able to keep a level head and make sound decisions (Invernizzi et al.,2020). This result strengthened my belief that my rational thought processes and calm demeanor are significant factors in my ability to manage stress and produce positive outcomes.

## Evaluation of Results to Past Experience with Leaders

The experiences I have had with leaders in the past do seem to match up with the Logistician personality type. With escalating career growth, I have searched for role models demonstrating reliability, integrity, and practicality through progressively circuitous actions (Cohrs et al.,2020). The portrayal of a Logistician is consistent with the qualities I respect and think highly of in good leaders. It confirms that my Logistician qualities have molded my tastes and hopes regarding leadership.

## Workplace and Behaviors Outlook

I like to think that I am observant and responsible regarding my behavior and mindset at work. As an ISTJ, I am detail-oriented and accurate in my career, paying close attention to every step and ensuring everything is done correctly. My sense of duty is quite strong, and I am naturally inclined to stick to norms and regulations. This action stems from my dedication to career continuity, efficiency, and success.

Being a Logistician by training has significantly influenced my professional and occupational history. At first, maintaining a low profile helped me become wiser and more aware in the workplace (Liu et al.,2020). Before taking action, I will carefully assess the situation, collect relevant data, and develop a logical conclusion. This cautious attitude has helped me recognize potential threats and make educated decisions, increasing my work's efficiency and success.

Because of my introspective character, I can rationally tackle challenges. I prioritize feasibility and use data to arrive at reasonable answers. This systematic approach has been helpful in challenging situations, guiding complex activities and revealing areas for enhancement. More importantly, my ability to evaluate conditions objectively significantly impacts how I perform in the workplace (Liu et al.,2020). I am characterized by a strong sense of duty and a commitment to deliver on time and do my best consistently. I have a solid reputation for consistently delivering the goods. My integrity and consistency have earned the respect of my superiors and coworkers, resulting in harmonious working conditions.

## Relevance of Traits and Skillsets to Leadership

Examining the studies conducted in this field is essential to understand why certain traits and skills are linked to effective leadership behavior. Different traits and skills that contribute to effective leadership have been identified in numerous studies. Characteristics associated with the Logistician (ISTJ) personality type have often been demonstrated to play a substantial role in effective leadership, including trustworthiness, reliability, pragmatism, and a strong work ethic.

The research shows that when leaders are virtuous, their teams respond positively and work together more effectively. To fulfill their responsibilities and keep their word, leaders must be trustworthy. This builds confidence in their abilities and motivates others to follow suit. Pragmatists' penchant for the pragmatic allows them to look at problems to find practical solutions and make sound, well-considered decisions.

I believe the character qualities linked with the Logistician (ISTJ) kind greatly apply to capable leadership. The uprightness and dependability of Logisticians form a solid base for belief and credibility, which are key in guiding others. The pragmatism and diligent work ethic further guarantee productivity and accomplishing objectives (Cabuenas et al.,2021.p.390). These attributes empower leaders to build stability, sustain concentration, and give their crew a sense of direction. Further, the sensible perspective on existence and systematic methodology to deeds displayed by Logisticians encourage prudent designing and consistent enactment, culminating in well-contemplated choices and steady consequences. This rational and investigatory mentality is priceless in maneuvering convoluted scenarios and tackling difficulties.

As helpful as each guidance method can prove, the Logistician's qualities give a sturdy structure for proficient direction. However, remembering that leading is an energetic progression and pliability plus adjustment are crucial. Chieftains can utilize their strengths while also being receptive to encompassing other viewpoints and modifying their tack to befitting distinct scenarios and people (Alsarrani et al.,2021.p.156). Achieving insight into my character as a Logistician permit advancing and honing my leadership abilities. This consciousness allows utilizing my strengths while noting domains needing evolution and betterment. Via unending learning and self-contemplation, I can boost my leadership efficacy and positively influence in my function as an IT program manager.

## Personal Leadership Skills Improvement Goals

The path I follow to develop myself in my role demands particular talents that I hope to strengthen. These consist of conveying messages well, accommodating change, and entrusting responsibility to others. I desire to concentrate on refining these talents because I acknowledge their importance in heightening my leadership (Alsarrani et al.,2021.p.158). Initially, transmitting messages effectively is essential for establishing sturdy bonds, encouraging teamwork, and articulating thoughts plainly to inspire and stimulate colleagues. By polishing my communication ability, I can guarantee my messages are comprehended, lessen confusion, and form an open and transparent situation for exchanging ideas.

Next, versatility proves essential in the current volatile commercial sphere. As a director, I must be nimble and pliable in reacting to unanticipated events, modifying tactics, and adopting originality. By bettering my flexibility, I can steer precariousness with durability, accept fluctuation as a break, and shepherd my crew through shifts more proficiently. Moreover, passing on work to others proves critical to enabling and boosting team players while maximizing output. Through farming out jobs and

duties, I can harness people's talents and know-how, spur their progress, and shape a smoother workflow (Mejheirkouni,2020). Bettering my knack for job delegation won't just make my load lighter but also breed faith, self-rule, and partnership within the crew.

## Personal Goals for Mentorship Observation

The mentorship observation practice is intended to help me learn from a seasoned expert in information technology. In particular, I hope to learn effective leadership techniques applicable to the information technology sector. Learn strategies for stimulating innovation and reacting to a shifting technological landscape, as well as acquire hands-on experience managing complex projects, navigating corporate dynamics, and reaching successful outcomes. Gain a better understanding of the leader's mode of communication, decision-making processes, and capacity to steer and inspire teams.

The objectives are based on the information and content presented in the module that demonstrates the significance of these areas of ineffective leadership. The program shed light on theories of leadership, team dynamics, and challenges unique to my field, all of which helped form my objectives. In the information technology industry, the importance of professional leadership practices, creativity, adaptability, and networking has been reaffirmed repeatedly by the facts.

By aligning my goals with the discussions and information gathered, I will have a deeper understanding of the discussed hypotheses and concepts and the practical insights of a genuine leader in the actual world. Integrating theory and practice will strengthen my leadership skills by helping me bridge the gap between theory and practice.

## PART B

### Leadership Mentorship Activity Proposal

The intent behind the mentorship is to participate in a purposeful and mutually advantageous affiliation with a pioneer in the information technology arena. The breadth of the tutorship will incorporate assimilating from the mentor's encounters, procuring insights into effective administration practices, and accepting direction and backing in my administration advancement. Through this mentorship experience, I mean to accomplish targets, for example, picking up down-to-earth information and bits of knowledge: I look to gain proficiency with the mentors' present reality experiences and apply their insight and mastery to my administration venture (Megheirkouni and Mejheirkouni,2020). By watching and drawing in with the mentor, I mean to pick up commonsense information on powerful authority practices, dynamic procedures, and overseeing complex activities in the IT business. Moreover, I propose utilizing this mentorship to improve my mindfulness as a pioneer. By getting input and direction from the tutor, I mean to distinguish regions of quality and

open doors for development in my authority style. This self-reflection and growth will also empower me to create as an all-around adjusted and compelling pioneer.

Mentorship is an opportunity to expand my network and form connections within technology. Meeting higher-level individuals could reveal helpful insights, collaboration possibilities, and access to a broader range of expertise. Additionally, based on the results of my personality review and personal development goals, I expect to receive guidance and support from the mentor in improving specific leadership skills. Hence this may include effective communication, adaptability, delegating responsibilities, and other areas identified for improvement.

## Mentor Selection and Skill Investigation

My chosen mentor is a technology guru I hold in the highest esteem; therefore, inviting them to this mentoring session was easy. Through professional alliances, I've become familiar with their work and have been able to recognize their exceptional leadership skills (Buck,2021). This advisor was picked because of their proven track record of leading complex technology projects, their reputation for encouraging creativity and yielding fruitful outcomes, and their ability to energize and inspire the rest of the team to do their best. Because of their experience and insight, I am confident that I can improve my leadership skills thanks to their teachings. My research has shown that the mentor also has a firm grasp of persuasive communication, an area I hope to investigate and strengthen. Having the attributes and skillsets of a successful leader, as defined in my personality assessment as a Logistician/ISTJ, they can express concepts unambiguously, actively listen to their team affiliates, and form strong attachments (Loosveld et al.,2020). I aim to improve my communication skills and encourage a more open and collaborative work atmosphere by observing others' communication styles and methods.

Furthermore, the guide's success in navigating complex tasks and the volatile technology sphere aligns with my personal goals and studies on operative headship in the technological landscape (Buck,2021). Their past performance demonstrates adaptability, tactical awareness, and the ability to incorporate technological developments. These characteristics resonate with my drive to increase my adaptability and broaden my scope as a technological pioneer.

## Structure and Practicalities of Mentorship

The mentorship undertaking is being carefully planned; its timeline needs to reflect a maximal learning experience and consideration for the mentor's professional commitments. Both parties must agree upon scheduling meetings and workplace observation, and adequate flexibility must be retained, providing room for potentially unforeseen changes to the mentor's schedule (Hornor,2021.p.115). This mentorship will span the unit, enabling continuous collaboration and knowledge exchange. Its length will be decided, considering both the mentor's availability and the

complexity of the topics that must be addressed.

Discretion regarding confidential information the mentor shares must also be rigorously maintained; such information cannot be disclosed without prior express consent. To make the most out of this mentorship, I will formulate precise questions and prepare specific topics to focus on ahead of each encounter. Once concluded, I will reflect on the insights acquired, make descriptive notes, and address any action points or recommendations outlined by the mentor.

## Conclusion

This mentorship portfolio involves an in-depth self-analysis of my personality traits, especially those attributed to the Logistician/ISTJ classification. By critically examining the survey results and engaging in meaningful reflection, I have comprehended the relevance of my traits to effective leadership.

Part A of the portfolio comprises a review of my qualities and the drafting of achievable goals to improve my leadership style. By pinpointing areas that require greater attention – particularly in communication and adaptability – I can create a meaningful and practical framework for improvement. Part B focuses on the design of a mentorship program, which begins with selecting a mentor. An industry leader in the IT field was chosen based on their extraordinary proficiency in communication in combination with their remarkable credentials in managing complex IT-related projects. This arrangement closely resembles my objectives and the looming issues highlighted in the personality test.

The mentorship activities will include an introductory interview, a routine chat with a mentor, and observing leadership skills. The program's structure will maximize the benefits of the mentor-mentee relationship, such as an exchange of knowledge, guidance, and constructive criticism. To attain maximum efficacy, scheduling, confidentiality, and preparation will be given appropriate seriousness.

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