

Pioneers in Practice Development

Leadership Reflection Portfolio

"Leadership is not defined by the position you hold, but by the positive impact you have on others and the profession over time."

Purpose

This portfolio is designed to help you reflect on the leader you aspire to become, identify meaningful opportunities for growth, and create a realistic plan for sustaining your leadership. These pages are intended to be living documents—return to them periodically throughout your career to celebrate growth, revise goals, and reconnect with your purpose.

How to Use This Portfolio

- Begin by reflecting on the legacy you hope to create.
- Translate that vision into a realistic leadership development plan.
- Finish by making a personal accountability agreement that will help you stay committed to your goals.
- Revisit this portfolio at least once each year and update it as your leadership journey evolves.

Part 1: Leadership Legacy Statement

A leadership legacy is the lasting impact your values, actions, and relationships have on others and on the profession.

Reflect

- Why did I choose to lead?
- What values do I want people to experience when they work with me?
- What difference do I hope to make in occupational therapy?
- How do I hope future colleagues, students, or clients describe my leadership?

I hope my leadership will...

I want to be known as someone who...

The impact I hope to leave on the profession is...

I will know I am living this legacy when...

Part 2: Leadership Development Plan

A leadership development plan is a roadmap for growth. It identifies where you hope to go and the experiences that will help you get there.

My Long-Term Leadership Vision (5–10 years)

What type of leader do I hope to become?

Goals for the Next 12 Months

What are 2–3 realistic leadership goals?

Leadership Skills to Develop

Examples: communication, advocacy, facilitation, conflict management, mentoring, strategic planning.

Leadership Opportunities to Pursue

Committees, presentations, advocacy, mentoring, volunteer projects, community partnerships.

People Who Can Support My Growth

Mentors, peers, supervisors, colleagues, professional organizations.

My Next Step with NVOTA

One committee, project, or opportunity I will explore this year.

Part 3: Leadership Accountability Agreement

Leadership growth happens through consistent action. This agreement is a commitment to yourself.

My commitment to myself:

One action I will take within the next month:

The biggest challenge I anticipate:

When that challenge occurs, I will...

A person who can help keep me accountable:

When I will revisit this portfolio:

Suggested check-in schedule:

☐ Monthly ☐ Quarterly ☐ Every 6 Months ☐ Annually

Closing Reflection

Leadership is not a destination—it is a lifelong practice of learning, serving, and creating opportunities for others. Every conversation, every act of service, and every decision contributes to the legacy you are building.

One action I will say 'yes' to this year is:
