



GREAT COMPANIES MAKE THEIR PEOPLE BETTER

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# CAPSTONE EXPECTATIONS AND OVERVIEW

The Capstone Assignments are designed to apply the lessons, knowledge and skills used in the LIT program. Successful execution of the capstone assignments can be a key performance indicator on the readiness for a leader to accept greater leadership responsibilities within their organization and demonstrate an improved competence and confidence in their abilities.

Capstone Assignments include:

- 1) Individual Reflection Assignment
- 2) Group Capstone Presentation



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## INDIVIDUAL REFLECTION ASSIGNMENT

A requirement of gradation from LIT is the completion of the Individual Reflection assignment. Responses to this assignment will be sent electronically to your direct supervisor.

To complete the assignment, **you will be sent an online survey to respond** to the following questions:

1. Tell me about a time you customized your message or communication to someone because you were considering their primary **DISC** style or where they were in their skill and development (Sit Lead). Share how this influenced the conversation.
2. Share an experience you have had **coaching** a team member: How did you use the questions in the conversation? How did you feel throughout the conversation? What new skill did you apply or will you apply in the future?
3. Share a recent instance where you have demonstrated **servant leadership**.
4. Share a **courageous conversation** you have prepared for and had with an individual in your work life. How did you prepare and how did you start the conversation?
5. Share the **trust** breaker that you recognize most often in yourself. How have you worked to build more trusting relationships and describe a relationship you have been intentional about improving with trust.
6. Describe how you will approach future **change** or have approached change differently.
7. What have you learned about your **conflict** style and how can you leverage in future conversations where conflict exists?
8. Describe a **strategy** you have developed or will develop to implement a project or plan. What factors did you or will you consider when building? What value will it bring to your team/department/organization?
9. Write your **Leadership Definition** and how that will guide your behavior as a leader. Consider how LIT has contributed to shaping your definition. Limit your response to 200 words.
10. Write your **LIT Commitment**, which are the items you have learned through LIT you commit to applying as a developing leader. Limit your response to five items.



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# GROUP CAPSTONE ASSIGNMENT

In order to graduate from the LIT program, you are required to make a group presentation that will last no more than 90 minutes. The group presentation is made up of two parts.

## Part One:

You will be assigned into a group and be expected to select a business topic to research and analyze. Potential topics to explore will be provided to you by trueU. As a team, you will select companies to research and share recommendations and/or best practices you want to adopt within your company, based on the research you have done. (You will not be able to select your current employer as the company you research)

**Your presentation may include discussing one company's practices or several companies practices. It's your choice!** Every team member is expected to do their own research and contribute to the team's analysis and final presentations. Your presentation should include:

- What you have learned about the topic you chose to research.
- The best practice you are going to adopt from the research you did and how you want to adopt that within your specific company.

## Part Two:

You will be asked to keep a **private** journal of your impression of your capstone team when you were assigned. In your group presentation you will be asked to reflect and share your impressions of your behavior change. **(this will not be submitted or reviewed by anyone but you.)**

Each team member is expected to share their own self-awareness story based on the responses from the Individual Reflection Assignment. You may choose to share with the audience your thoughts around any of these questions:

- Who I was before I started the program
- How working on a team stretched your leadership skills
- The LIT program transformed me by...
- Because of what I learned, I am now committed to doing the following...
- Each team member should be prepared to speak and equal presentation time should be given to all.
- Each team member should be prepared to participate and respond to questions from the audience.

Teams are encouraged to make their presentations interesting and meaningful and to keep the trueU Program Managers informed of any specific needs for presentations.



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## LIT CAPSTONE TOPICS

As a team select one topic you will choose to research and discuss in your final group presentation. Once you have selected your topic, inform the trueU Program Manager of your choice

LIT CAPSTONE TOPIC	TEAM
Adopting a Philanthropy Mindset	
Effectively Managing Multiple Generation in the Workplace	
Talent Attraction Strategies	
Building a Social Marketing Strategy for your Company	
Motivating and Engaging Employees	
Strategies for Creating Team Unity	
Encouraging an Action and Innovation	
Strategies for Managing Change Positively	
Effectively Managing Priorities	
Developing Customer Retention and Service Practices	