

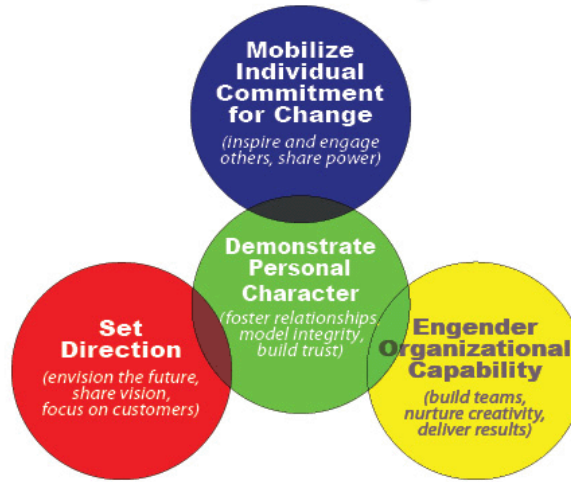
# LEADS Application



Your assessment fee payment opens the door to leadership learning. Enter your credit card information and any discount coupon numbers you may have in our secure payment page to get access to the LEADS Application page. How can you make the most of that? Start by providing the information requested in the LEADS application. Make sure that you include your name, organization (typically your company name), email address, education, experience and NMA affiliation. After you receive your signup email, check out the description of and references for the leadership competencies which can better prepare you for your LEADS assessment.



## The NMA Leadership Model



NMA LEADS...

Leadership Evaluation and Development System



### CONTACT NMA TODAY:

NMA...THE Leadership Development Organization

2210 Arbor Blvd.

Dayton, OH 45439

Phone: 937-294-0421

Website: <http://www.nmaleads.org>

NMA Website: <http://www.nma1.org>

NMA...THE Leadership Development Organization



**NMA Leadership Evaluation  
And Development System  
(LEADS):**

**User Guide**

**937-294-0421**

# USER GUIDE

## NMA Leadership Evaluation And Development System (LEADS)



*Now that you've made the decision to learn more about leadership attributes and competencies, here are some hints that can help you succeed*

### LEADS Assessment

Begin by clicking on the LEADS assessment link and entering your one-time user name and password. Once you submit these, you will be entered into the actual LEADS assessment which provides you with 120 questions designed to test your understanding of best industry practices associated with specific leadership attributes and competencies. Each question will display the attribute and competency it addresses, so you can use that to put the question in context. The assessment is timed for 2 hours, but you can pause as many times as you wish. You must complete the assessment within 30 days.

Address each question by making sure that you understand what it calls for, then eliminate all answers that you believe to be incorrect. Once you've done that, pick what you believe to be the best answer. Guessing is OK if you don't know the answer. This is not a Pass/Fail exam, it's an evaluation of your understanding of the best industry practices for a specific leadership attribute and competency.

After you've answered all questions, LEADS will automatically provide a Leadership Analysis which scores your understanding

of leadership competencies and attributes, and provides recommendations on reading, training and work assignments that can help you be more effective in the future. Make sure that you save your Leadership Analysis to your desktop before you do anything else. Once saved, it will always be there to help you learn more about leadership.

Before you exit your assessment, please provide us your evaluation of LEADS as a learning tool by clicking on the feedback link. Your inputs will be used to drive future LEADS improvements.

### LEADS Leadership Analysis

Don't be alarmed if your initial LEADS assessment results present you with many pages of improvement recommendations...that's normal. Address these by first looking for competencies where you scored below average (2-1), and then start with the associated competency that's most relevant to your work environment. Begin with the BROWSE hyperlink (if available). That will give you a summary of related best practices, and will allow you to decide if you want to BORROW or BUY the associated reading reference.

Note that the BORROW hyperlink will steer you to the nearest library where you can check out the recommended book. Simply enter the book title and then select the appropriate book from the search results. If you type your zip code into the location box and hit the search key again, WorldCat will bring up all libraries in your area, along with contact information and hours. The BUY hyperlink (where available) will similarly take you to Barnes and Noble or other online sources where you can buy new or used copies of the recommended book.

After you've completed your reading homework, reinforce your new skills by taking the recommended training, which will be either an online podcast or a



suggested course. The TAKE hyperlink (where available) will take you to a site where you can either sign up for the recommended course, or review an online webcast or video. You will need to enter the webcast name in the online search function to go directly to the webcast. If there is no search function, simply scroll down the list of webcasts until you come to the one you want. This next step in leadership learning will prepare you for application of your learning.

The LEADS work assignments are intended as a first step in this process. After you complete these, you should then implement what you have learned in your work environment...the last step of LEADS learning.

That result is, of course, the ultimate goal of LEADS; and, until you get there, your LEADS education is incomplete. *Only by demonstrating the lessons you've learned in your work environment can you gain the true benefits of LEADS.*