



The End in Mind

- Assigned document and identify 3 major ideas
- Use Last Word Protocol for 4 sharing rounds
- First presenter reads one significant idea from the document, shares one sentence to explain the significance
- All others listen, take notes, and record their thoughts. All without discussion.
- Cycle to the next presenter (Steps 1 and 2)
- Repeat Steps 1-3 until each presenter has shared 3 ideas
- Recap all documents in a final Open Discussion/sharing round
- What did you gain from the other person's sharing?
- Any commitments?
- What did you learn about leadership from what you heard?
- What questions do you still have?
- Individuals identify 2 strengths and 2 areas of growth



The Principal's Note
Empowering Leaders to Elevate Learning

From Qualified to Chosen™ Leadership Starter Kit

A Practical Leadership Reflection Tool for
Educators Ready to Advance

Leadership Impact Snapshot™

Before a hiring team chooses a candidate, they look for clarity of ownership, leadership, and execution.

Use this page to identify where your leadership already shows up.

Section 1 — What I Owned

What systems or outcomes were fully my responsibility?

What did I control from start to finish?

What problem would still exist if I wasn't there?

Section 2 — What I Led

What teams, committees, initiatives, or cycles did I lead?

Who followed my direction or facilitation?

Where did I influence adult behavior?

Section 3 — What I Directly Executed

What did I personally implement?

What routines, meetings, or structures did I run?

What changed because I acted?

Hiring Panel Reality Check™

What Hiring Teams Evaluate in the First 90 Seconds

- Clarity
- Ownership language
- Evidence of adult influence
- Systems thinking
- Confidence within structure

Hiring teams are not listening for perfection. They are listening for leadership patterns.

Interview Red Flags

- Rambling without structure
- No clear example
- Blaming previous leadership
- Answering a different question than what was asked
- Saying “we” without clarifying your specific role

If any of these appear, even strong candidates lose momentum.

Interview Under Pressure™

Below are two leadership questions commonly asked in interviews.

Use the Snapshot from Page 1 to build structured responses.

Question 1

How would you describe an excellent teacher?

Question 2

How do you respond when a staff member resists your expectations?

Weak Answer Self-Check

Before finalizing your response, ask:

- Does my story take more than 2 minutes to reach the point?
- Did I clearly explain my specific role?
- Did I identify a leadership decision moment?
- Did I describe a measurable or observable shift?
- Did I include reflection?
- Did I blame someone else?
- Did I rely on buzzwords instead of actions?
- Did I answer the actual question asked?

Ready to advance to the next stage?

to develop interview-ready leadership evidence and execution.

8 Leadership Phrases That Signal Readiness

These phrases elevate clarity and ownership without sounding scripted.

- I led the transition from _____ to _____ by aligning the team around clear expectations.
- I collaboratively led this effort by bringing key stakeholders into the planning process.
- One leadership challenge I navigated was influencing adult practice around _____.
- I identified a systems gap in _____ and facilitated a focused conversation to address it.
- The turning point came when I clarified _____ and reset expectations.
- In that moment, I made the leadership decision to _____ in order to _____.
- As a result of that shift, we saw measurable improvement in _____.
- Looking back, I would strengthen _____ to deepen the impact.

Interview Rambling Reset™

When you feel yourself drifting, over-explaining, or losing structure — reset:

1. Pause.

Take one breath. Slow down.

2. Set the Context.

Briefly explain what was happening. Only what's necessary.

3. Name Your Role.

Clarify what you were responsible for leading or deciding.

4. State the Leadership Move.

Describe the decision or action taken.

5. Close with the Outcome.

Explain what changed — performance, alignment, clarity, or growth.

If your answer includes:

- Context
- Your role
- Your move
- The result

It is structured. If not, it is rambling.

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