

ADVANCEMENT IN BELT LEVELS

The tracking system knows when you become eligible for advancement, and you will receive an email from the Leadership Council when your portfolio of supporting documentation is needed for review.

The Leadership Council meets to approve advancement between belt levels twice a year.

What is a Portfolio?

In order to provide the Leadership Council with information about your activities and progress, please maintain documentation as noted below:

1. Copies of brochures, agendas, speaker notes, etc., and/or certificates for any conference, seminar, webinar, lunch and learn, or similar type of activity for which you have amassed points.
2. Copies of interviews with a leader or leadership reading list book summaries submitted for publication in the TGL alumni newsletter.
3. Copies of any certifications earned for Lean, 6 Sigma, 4DX Team leadership, State Mentoring, TGL Alumni Module facilitation, TNCPE Examiner, or other training completed.
4. Copies of training rosters, certificates of completion/attendance, or report cards for related educational/developmental classes completed.
5. Records that you maintain yourself documenting participation in other activities for which you have accrued points for this belt level, such as being mentored, working on a project to enhance leadership abilities while benefiting the State (to fulfill the 50 points requirement in the Individualized Development Activities section), internal and external community volunteerism activities, etc.
6. Tennessee Government Leadership programs will be verified by DOHR staff and you need not maintain or submit documentation for those once you note them on your activity tracker.

Note: Any reasonable form of documentation you can provide or which you maintain records for (regarding time spent/dates of activities) will be acceptable proof of your participation. As Tennessee Government leaders, your integrity and honesty are not in question by the TGL Council as they review your information. They are simply seeking to verify the types of activities and number of points to be awarded.

Finally, please answer the following questions in detail.

- A. What has been the most significant community service activity in which you participated? Why?
- B. What has been the most significant personal development activity in which you have participated? Why?
- C. What professional and personal goals did you achieve during this belt level?
- D. What professional and person goals have you set for your next level?