# Using the Leadership Architect Card Decks

## Individual Card Sort

1. Take a deep breath (or two) and reflect on the person you are in your role at work.

2. Take out the *white* Leadership Architect Competency cards and *gray* Divider Cards, cards A, B, and C.

3. Sort the Leadership Architect Competency cards into three piles as each competency relates to the person you are in your role at work and Divider Cards A, B, and C:

   **A PILE:** High, Highest, or Most personal competency, **12 cards**

   **B PILE:** Moderate, Middle, or Some personal competency, **13 cards**

   **C PILE:** Low, Lowest, or Least personal competency, **13 cards**

4. Transfer your A, B, and C designations to the Leadership Architect Competencies Tally Sheet.

5. If you would like additional input, ask others who know you well to complete steps 1-4, transferring their A, B, and C designations to a master Leadership Architect Competencies Tally Sheet.

6. Highlight your A designations in yellow on the Leadership Architect Competency Framework. What themes emerge? Underline your C designations. What themes emerge? How can you do more of what you do best at work?

## Position Card Sort

1. Read a one sentence position description for a specific role in your organization.

2. Take out the *white* Leadership Architect Competency cards and *gray* Divider Cards, cards D, F, and H.

3. Sort the Leadership Architect Competency cards into three piles as each competency relates to the one sentence position description and Divider Cards D, F, and H:

   **D PILE:** Essential or Mission Critical competencies for this job, **12 cards**

   **F PILE:** Nice to Have or Useful competencies for this job, **13 cards**

   **H PILE:** Not Important or Least Useful competencies for this job, **13 cards**

4. Transfer your D, F, and H designations to the Leadership Architect Competencies Tally Sheet

5. Ask 3-5 people within your organization to complete steps 1-4, transferring their D, F, and H designations to a master Leadership Architect Competencies Tally Sheet

6. Tabulate a final Leadership Architect Competency profile for this position from the master Tally Sheet. Record your final tabulations on the Leadership Architect Competency Framework worksheet.

7. Ask candidate finalists for this position to complete an individual card sort (instructions above) and determine degree of fit for the role before moving forward with in-depth interviews.