



## THINGS YOU NEED TO KNOW ABOUT GROWING AND DEVELOPING YOUR LEADERSHIP

From GEMM, the Gender Equity in Museums  
Movement

Use the **5 Things You Need to Know** for information on building and sustaining your career, dealing with gender bias in your workplace, and making change. Feel free to share this resource with colleagues and friends.

If you're on a track – or think you want to be a track – to leadership in your institution, make sure you're in command of these five things.

1. **Get Self-Aware.** The most successful leaders, no matter where they are in their careers or in their institutions, make it a point to take stock of their skills on a regular basis. They know their strengths and weaknesses, and they willingly own both. Only when you own it, can you address it.
2. **Seek Input.** You've got friends and family, but what you most need are some colleagues who are willing to help you evaluate your leadership aspirations and skills, and tell you what you may not want to hear. Build a network of people who are willing to invest in you. Listen to their advice and act on the best of it.
3. **Plan for Leadership.** Just as you would make a plan for your organization, make a plan for yourself. Search out opportunities for leadership training and development and don't be content with training offerings that are only in your sector. Cross sector training offerings allow you to look at yourself and your field from different perspectives. That could be a good thing. Set goals. Check in with your network – they'll help you keep on track.
4. **Get Yourself a Mentor.** It might be a lot easier than you think, but in order to find the most useful match, you've got to know your strengths and weaknesses (see #1) and spend some time researching who would be a good match. Use your network (see #2) to help you.
5. **Keep Track of Your Accomplishments.** Leadership grow and development is a life-long journey. You will never outgrow the need to learn something new, plan for your future, and check in with networks and mentors. When you get that position you've had your eye on, when you've taken on a stretch assignment that you successfully completed, when you gotten a promotion or raise that you sought, it's time to celebrate.