



Pre-Work: Your Leadership Journey & Plan

Leading @ Vaxcyte



Pre-Work Overview & Instructions



Pre-work



Your pre-work for Your Leadership Journey & Plan Workshop (upcoming) is critical for you and your fellow participants to gain the most out of this workshop and the overall Leading @ Vaxcyte program.

This pre-work will help you distill your experiences to date (things that have shaped your leadership style) as well as consider your personal values, strengths and development areas when it comes to the leader you want to be known as.

Please follow the order of this pre-work packet and conclude all aspects **prior to your next meeting with your coach** and **prior to Your Leadership Journey and Plan Workshop**.

If you have any questions, please feel free to reach-out to your coach, your manager, or Jessica Whiting in Vaxcyte Learning & Development (jessica.whiting@vaxcyte.com).

My Notes:



General Questions



Please consider and respond to the following first:

1. How do you want others to regard you as a leader?

2. What traits do you want others to use when they talk about you as a leader, e.g., action-oriented, results-driven, compassionate, empathetic, trustworthy, authentic, etc.?

3. What leadership skills (what you already have) do you want to leverage more at work, e.g., strong deadline-orientation, strong project management, influencing without authority, etc. ?


4. What leadership skills do you want to strengthen / do better at, e.g., inspirational / motivational speaking, inclusive leadership, executive presence, financial know-how, etc.?

5. What do you hope to gain by attending Leading @ Vaxcyte?



Your Leadership Journey

Let's start by considering your leadership journey to date; your collective set of experiences that have influenced your current leadership style and approach.



Leadership Journey Introduction

Every leader has a story... a recap of the events, experiences and influences that have shaped their leadership style and made them the leader they are today.

Some events, experiences or influences have produced great achievements like a well-deserved promotion, while some have resulted in difficult times such as having to lay off staff. Personal events also influence your leadership style - having a child, losing a loved one, getting married, getting an advanced degree, hearing difficult feedback, or seeing someone you've coached turn a corner.

Whether easy or hard, earth-shattering or eye opening, these experiences shape who you are as a person and how you show up as a leader. This exercise is an opportunity to reflect on how these highs and lows have shaped your thinking, strengthened your values, and influenced your decision-making and leadership style. It's a way for you to tell your story and for your team to get to know you - you are more than your resume and accomplishments.

So... What is your story?



Leadership Journey Instructions

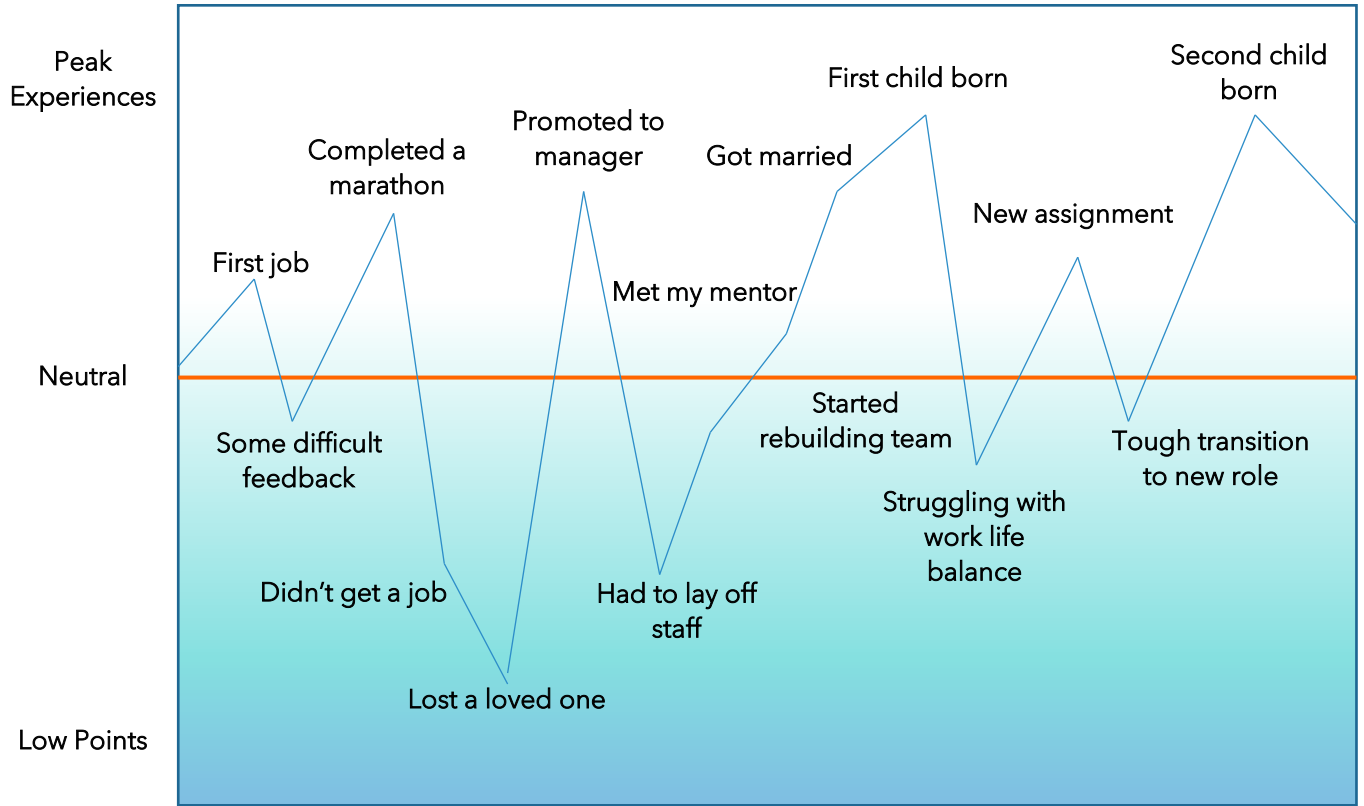
Review the Leadership Journey Example on the next page and then create your own using the template PPT form provided separately. Feel free to make this outline your own, adding your own creativity and flair to your approach. The goal is to plot your journey starting at whatever point feels most relevant (some people start in childhood, high school, college, first job) and ending around today.


Please be aware that we will ask you to share highlights of your pre-work with other participants in Leading @ Vaxcyte, though we will never ask you to disclose anything that you feel is confidential or private and would, therefore, not otherwise want to share with others.



Leadership Journey Example

Life Event Evaluation



My Notes: 



Reflections on Your Leadership Journey

Consider the following questions to reflect on your leadership journey:

1. As you reflect on the totality of your leadership journey, what are the top 1 -5 learnings you have had?

2. How have these learnings influenced your leadership style?

3. What experiences have you not had to date, that you would like to have to continue to develop your leadership capabilities?



Your Values

Let's continue to explore what's important to you, and what type of leader you want to be known as, by considering your values.





Determining Your Personal Values

Use the following questions and space below each to consider these and respond accordingly:

1. What is most important to you about the work you do, e.g., being able to develop others, contributing to a patient-focused mission, etc. ?

2. What influenced you to join Vaxcyte?

3. Why have you chosen to work in life sciences?

4. What do you value highly outside of work, e.g., time with family, fitness, arts, history, travel, etc.?

5. When you think about other leaders you admire, what would you say are / were some of their key values (top 1 - 3), e.g., developing future leaders, working in an inclusive culture, contributing to the broader mission of the organization, etc.?

6. If others were to describe your values (from what they can see at work), what would you hope they would say are your values, e.g., candid communication, achieving strategic results, contributing to the broader external community, etc.?



Aligning Your Values with Vaxcyte Values


Use the following table to reflect on how your top 3 - 5 values align with Vaxcyte's values. If you need a reference on personal values, you can use this [resource](#).

| Vaxcyte Values | Your Aligned Values | Your Notes <i>(how can you use this alignment to bolster your leadership capabilities)</i> |
|----------------|---------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |



Your Enneagram Profile

Let's look at one last item, which is your Enneagram profile, as this will help you understand additional ways you can leverage your strengths and address your development opportunities to further enhance your leadership effectiveness.





Considering Your Enneagram

Use the following to further consider how your Enneagram profile influences your leadership strengths and developmental areas. Refer to your Enneagram report as you answer the questions below.

1. What is your Enneagram profile?

2. Given your Enneagram profile, where do you focus your attention?

3. Given your Enneagram profile, what are some of the traits of your style?

4. Given your Enneagram profile, how might others sometimes experience you?

5. What does the above inform you of your strengths and potential development areas and any actions you might want to take?



Considering Your Enneagram


| My Leadership Strengths | How I can Leverage More |
|---------------------------------|-------------------------|
| | |
| | |
| | |
| My Leadership Development Areas | How I might Address |
| | |
| | |
| | |



Pulling It All Together

Go back to page #3 in this packet and consider any updates you want to make to your answers to these initial questions, based on your further considerations of your leadership journey to date, your values, and your Enneagram profile. **If you do want to update these, please do so on page #3.**

Use the following space to record any other notes, thoughts, or ideas on how you want to evolve your leadership capabilities and capitalize on your learning through Leading @ Vaxcyte.

My Notes: 



Final Notes

My Notes: 



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