

Donita Russell

Fall Annotated Artifacts

MSC Capstone

December 18, 2021

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D.R. CONSULTING

G.M. RAO, Chairman, GMR Group
Delhi International Airport Expansion

GOAL/OBJECTIVE

To design effective teams and create collaboration by information sharing, providing psychological safety, and leading with a clear understanding of vision and purpose.

ISSUES

Group culture and habits. Team biases. Lack of understanding of team vision. Perceived inadequacies.

STRATEGY

Schedule team meetings to increase communication, create an aviation all-star team, encourage cross-departmental training. Promote teaming and Encourage shared cognition.

NEXT STEPS WITH DR. CONSULTING

ACTION ITEM	TIMELINE	WHO?
RESEARCH DATA	IMMEDIATELY	RAO/ DR CONSULTING
EXECUTIVE MEETING	DEC	RAO
DISCUSS ORG STRUCTURE	DEC	GMR RAO
TEAM SURVEY	JAN	DR CONSULTING
AVIATOR TRAINING	FEB-APR	ALL STARS
TEAM BUILDING	JAN	DR. CONSULTING
BID FOR DELHI	FEB	GMR GROUP

This document I prepared as a requirement for my Capstone Case Interview. It was an individual assignment called a leave behind. I completed this leave behind in the 2021 Fall Quarter. The leave behind is a high-level summary of recommendations I provided to the client and panel about the case. That experience taught me how to deliver persuasive and memorable marketing material to leave a lasting impression after a meeting.

L6: Create and deliver elegant messages appropriate to audience, purpose, and context.

D4: Be equipped to influence change.

Donita Russell
Midterm Paper: My Leadership Strengths
MSC 540: Leading Collaboration
Professor Leslie A. DeChurch
October 28, 2021

My Leadership Strengths

As a Senior IT Specialist, my duties are to assist customers with their computer needs. I have to listen and understand their demands and be confident that I can help them. I remember seeing the relator trait for the first time years ago. I was on a project with someone who I felt was reluctant and seemingly insecure. I completed the majority of the project by myself and asked if he would approve the results. Once the project was complete, we went our separate ways. Years later, all of the IT departments merged, and we ended up sharing the same office. After spending several hours in the same box every day, I decided to break the ice with him. I got to know him well and found he was knowledgeable but had trouble communicating in difficult situations. We got to know one another and discovered we had completely different upbringings, religions, and beliefs. He didn't get respect from our other colleagues in the IT field. I felt compelled to defend him from our colleagues that didn't understand him. He frequently sought my guidance at work and personally. I was the only co-worker invited to his wedding. Over time, I helped him find his voice, and his self-confidence grew. He began getting accolades from other people, and his attitude changed. Eventually, our roles and office assignments changed and, now we are merely on speaking terms.

I completed this midterm paper for my Leading Collaboration course during the 2021 Fall quarter. It's called My Leadership Strengths. We took a Clifton strengths assessment at the beginning of the quarter to find our leadership strengths. The individual assignment was to create a report explaining my leadership strengths. The project had to include a self-reflection and observations of using the strengths in the workplace.

Additionally, we had to include possible leadership derailers to the strengths. Learning about my leadership strengths was insightful and gave me a better understanding of myself. Discovering my strengths, I can focus on the areas where I excel and employ effective techniques to lead.

D1: Iteratively develop inter-professional leadership competencies.

Donita Russell
Final Paper - Vision of Leadership
MSC 529: Maximizing Performance of Self and Others
Professor Michelle L. Buck
December 3, 2021

Vision of Leadership



The tree above visually embodies my version of leadership. The image depicts how I hope to support and grow with others throughout my journey. The trunk is the foundation of any leadership. It's not the best looking, but it keeps us standing tall. If the tree's trunk is well nourished, everything else will flourish. Behind the scenes, the stakeholders will ensure the trunk gets what it needs to stand firm. It symbolizes our values and beliefs, our big S' stories' deeply rooted' in us to allow us to tell our story. No one sees the roots, but they are valuable. The leaves represent the stages of our lives, for example, age, experience, and growth. The branches are the people and resources that guide us through our journey.

I completed this as my final paper from the Leadership: Maximizing Performance of Self and Others course during the 2021 Fall Quarter. This individual assignment was called My Vision of Leadership. The project required me to reflect on what leadership meant to me and to explain my leadership vision. Additionally, I had to describe what actions I would take to embody my leadership vision. Finally, I had to take an actual photo that visually conveys and symbolizes leadership and explain the reasons behind the picture. This assignment taught me the significance of developing and reflecting on my leadership vision. Additionally, it taught me to effectively deliver my message through words, actions, and imagery.

D1: Iteratively develop inter-professional leadership competencies.

Donita Russell

Winter Annotated Artifacts

MSC Capstone

March 28, 2022

Board Focus Training & Development Package:
BOARD ENGAGEMENT IN FUNDRAISING
By Donita Russell
Background Information for the Trainer



The above image is an example of the final project I prepared in the Nonprofit Leadership class during the 2022 Winter Quarter. The Board Focus Training and Development package was a five-part project that consisted of the following requirements: advanced readings for board members, background information for the trainer, and all of the materials needed to complete the training (i.e., handouts, scripts, activity instructions), a list of critical resources to further the education, and lastly perform in the class trade show.

That experience taught me how to create engaging content and provide knowledge in a fun and persuasive manner. This out-of-the-box assignment was confidence-building that will last a long time.

L6: Create and deliver elegant messages appropriate to audience, purpose, and context.

D4: Be equipped to influence change.

Course: MSC 492 – Understanding and Leveraging Organizational Networks
Term: Winter 2022

BUILD YOUR OWN INFORMAL BOARD OF DIRECTORS



(A) Met Contact Via ... Who introduced you to the contact in Column B?	(B) Name of Contact	(C) Referred Contact To ... Who did YOU introduce the contact in Column B to?
Kelvin Russell	Kelvin Russell	Friends, family and coworkers
Teacher	Lea Porch	Kelvin Russell, Kim Allen, family and friends in other neighborhoods
Me	Kim Allen	Kelvin Russell, Lea Porch, Toni Graham, Tiffany Leroy, Friends, other Coworkers, mom, brother and children
Toni Graham	Toni Graham	Kim Allen, Kimberly Davis and Tiffany Leroy, Toya, and Stephanie.
Kelvin Russell	Tiffany Leroy	Toni Graham, Kim Allen, Toya, and Stephanie.
Kimberly Davis	Kimberly Davis	Toni Graham, Kelvin Russell and Kim Allen
Timeka Gee	Timeka Gee	Kelvin Russell, Stephanie, and Kim Allen,

The Building Your Informal Board of Directors assignment above was a project I completed for the Understanding and Leveraging Organizational Networks course during the Winter 2022 quarter. The individual assignment was to create a chart to determine which of my contacts would be on my board of directors. This project was insightful, uncovered my networking behaviors, and revealed potential weaknesses. Additionally, this task allowed me to see possible leadership strengths in making new connections.

D1: Iteratively develop inter-professional leadership competencies.



Donita Russell

Spring Annotated Artifacts

MSC Capstone

June 20, 2022

Statement of problem/Background of Change Attempt

Nature of Change

In 2017, a family member (COO) and their college friend (CEO) opened a fitness facility called Busby Bootcamp in the south suburbs of Chicago. The business had an overwhelming success, opening four additional locations in the Chicagoland area. However, due to the immediate success of the Busby Bootcamp, no one was tasked with documenting the process. Over the past few years, I have volunteered at different locations and realized the procedures were not the same. Although the camps were booming with business, the Busby Bootcamp did not have adequate systems to train staff, manage client files, or keep an inventory of products. Since then, every camp has its camp-specific process, making it challenging to cross-train staff.

In 2019, the demand continued to grow, and Busby Bootcamp opened two more locations and decided to expand outside of Illinois. After witnessing the success of the other locations, I decided to invest in the business. In 2020, because of the demand, the CEO and COO and I agreed to open a Busby Bootcamp in Atlanta, Georgia. Being a novice in the fitness industry, I expected to have the other investors and staffing like the other locations, most importantly, someone to teach me the process. However, there was no how-to documentation or start-up manual for me to follow. As a result, I had to emulate the processes and procedures I remembered while volunteering years before. This experience took away from the opportunity to market the new Busby Bootcamp and welcome potential clients resulting in losing money.

The snapshot above is the midterm paper for my Change Management class during the 2022 Spring quarter. The Change management page was an individual assignment. Professor Roloff instructed the course to develop an elaborated change management outline using theories and practices from modules 1-15. I used the functional approach of persuasion outlined in Module 3, which provides strategies used by theorists Katz and Kelman.

Additionally, the paper had to include change agents, the target's personality, possible obstacles to achieving the goal, and indicators of success. Using Katz and Kelman's functional approach as a guideline to understand attitudes provided a different viewpoint and not solely be concerned with our own goals.

L2: Demonstrate the ability to assess complex organizational environments and achieve communication goals.

L6: Create and deliver elegant messages appropriate to the audience, purpose, and context.

D1: Iteratively develop inter-professional leadership competencies.

Short Essay - Martin Luther King, Jr.

May 29, 2022

Dr. Martin Luther King, Jr. was a civil rights leader. In the mid-1950s, he led the movement against racial segregation and prejudice in the United States. Dr. King based his leadership on nonviolent direct action and received the Nobel peace prize for his peaceful protest methods. Dr. King used various power strategies to advocate for social justice. He began with Legitimate power during his time as a leader of the Civil Rights movement. This is one of the traditional Theories of Power and motivating qualities identified by French and Raven (1959). He worked with the NAACP. He quickly obtained followers based on his position in the organization. He organized numerous marches and protests. He was a crucial figure in the civil rights movement. Although he was well respected in the African American community, Dr. King knew there was a significant power imbalance. He was up against other elected officials and community leaders that shared racist beliefs and encouraged violent behavior against civil rights activists.

Through his Legitimate power, he decided to change the balance of power. He used power imbalances and a nonviolent resistance approach to fight against racial prejudice against African Americans to battle racial discrimination. Power imbalances occur when individuals know how much power they have compared to others. Dr. King explained if they marched without violence, the anti-protesters would feel bad for their actions and show empathy. Hogeveen (2014) found that feeling powerless has more compassion than those feeling powerful,

I completed this as my final paper from the Conflict Management course during the 2022 Spring Quarter.

The essay was an individual assignment based on the material learned in class. I chose Martin Luther King, Jr.'s topic on nonviolent direct-action leadership.

Additionally, I had to describe the power he used during his time as leader of the civil rights movement. Finally, I explained the lessons from this case regarding power (im-)balances and conflict management. This assignment taught me the significance of developing and reflecting on my leadership views and the importance of power. Lastly, it taught me ways to communicate effectively to achieve my goals.

L5: Critically analyze messages.

D1: Iteratively develop inter-professional leadership competencies.

MSC 529-Conflict Management: Strategy and Practice

Week 5 - Negotiation

May 19, 2022

Negotiation is a part of our daily lives. Negotiating is known practice in communication. According to "Conflict and Communication" by Fred E. Jandt, "we have been negotiating since childhood."

It is essential to know your BATNA, WATNA, and WAP during the negotiation process because you can make the best decisions and ultimately save time and reduce the risk of loss. It is critical to use these strategies to become more confident and resolve conflicting differences when reaching a decision. Understanding WATNA and WAP for both myself and my opponents is crucial in the situation when you are uncertain or when you are unable to reach an agreement. These principles learned in this class have benefited me greatly when entering a negotiation.

I recently had the opportunity to apply the negotiation tips I learned in the class in a recent transaction selling real estate property. Last year, real estate property rose with the lowest interest rates, and houses were in high demand. In November 2021, my husband and I decided to purchase an outdated home in the south suburbs of Chicago. We planned to remodel and flip the property and make a substantial profit.

We went over our projected budget during the process because my husband went outside our original scope of work. Although our profit margin had decreased, we still had a

I completed this Negotiation paper as extra credit in the Conflict Management course during the 2022 Spring Quarter.

The essay was an individual assignment based on the material learned in class. Professor Kamechuk selected the topic of negotiation, emphasizing the importance of knowing your and your opponent's best alternative to a negotiated agreement. (BATNA)

This assignment taught me the significance of developing a negotiating strategy in advance. Realizing my BATNA and theirs shows me the strength of my negotiating power.

L5: Critically analyze messages.

D1: Iteratively develop inter-professional leadership competencies.

