

# Leadership Skill Set Assessment Tool      Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Leadership Skill Areas That Support Productive Outcomes

Write the number (1-5) that best represents current skill level: 1=Needs help 3=Avg. 5=Excellent

		Self-assess	Other's view	Priority (A/B/C)
1	<b>Self-development</b> - regularly seeking improvement, working at personal growth and self-control.			
2	<b>Vision for the future</b> - seeing greater possibilities for your team/organization, what it can be at its' best.			
3	<b>Communicating</b> - what's most important, listening, questioning, building trust and mutual understanding.			
4	<b>Inspiring and motivating</b> - both team and individual performance –encouraging the best in others.			
5	<b>Planning, prioritizing</b> - organizing tasks and activities, time and self-management.			
6	<b>Customer care</b> - operates with a customer focus, lives service management - externally and internally.			
7	<b>Taking initiative</b> - Gathers facts and makes timely decisions to help prevent or solve problems.			
8	<b>Delegation</b> - identifying and agreeing on tasks, capabilities, measurement and follow-up methods.			
9	<b>Planning and running effective meetings</b> - with purpose, written agendas and actionable following-ups.			
10	<b>Managing relationships</b> - inter-departmental, peers, upwards, obtaining agreement for projects or changes.			
11	<b>Innovation</b> - takes or makes time for cultivating and encouraging creativity and innovation.			
12	<b>Business writing</b> - ability to draft persuasive / helpful letters, reports, plans, project plans.			
13	<b>Recruitment</b> - interviewing and selection of talented, self-motivated people for cohesive team work.			
14	<b>Administration</b> - financial/performance reporting, monitoring, maintaining/developing reporting systems.			
15	<b>Effective use of technology</b> uses updated equipment; communication, planning and reporting systems.			
16	<b>Understanding of financial and business metrics</b> - budgets, profit & loss, cash flow, etc.			
17	<b>Creating and giving effective presentations</b> - ability to effectively Inform, educate and persuade groups.			
18	<b>Quality awareness/management</b> - leads with quality, standards and procedures in mind for consistency.			
19	<b>Awareness of employment &amp; HR policy</b> - manages according to policies (equality, disability, harassment).			
20	<b>Appreciation/application of social responsibility</b> - sustainability, community and ethical considerations.			
21	<b>Performance appraisal</b> - treats planning, conducting & follow-up feedback for team members as important.			
22	<b>Training &amp; developing others</b> - places a priority on assessing, coaching, mentoring and training needs.			
23	<b>Humility</b> – easily admits mistakes, thinks less of self and others more. Serves the needs of others.			
24	<b>One-to-one counseling</b> - handling weaknesses, disciplining, helping/empowering others with challenges.			
+	Add - other skill areas below that are important for you or your leaders to demonstrate/practice:			
25				
26				
27				
*	After ratings; mark areas that scored a 2 or 1 with an A priority to set goals to improve those 1 <sup>st</sup>			