

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