

Leadership Competency Questionnaire

This questionnaire is a self-assessment of your leadership skills to help you focus on your abilities and areas needing development. Indicate for each bulleted item whether you: "Do Well" (DW) "Do Well but Could Improve" (CI), or "Do Not Do Well"(NDW).

1. Communication, Professionalism and Influence

- Inspires support and action from others.
- Presents opinions clearly and persuades others to back your agenda.
- Actively listens to others.
- Provides a feeling of trust, building supportive relationships.
- Builds morale when the going gets tough.
- Understands power relationships within the organization.

2. Leading Teams

- Creates group synergy towards a shared goal.
- Assigns decision-making and other responsibilities effectively.
- Brings out the best in people.
- Takes charge when the situation calls for it.
- Encourages a spirit of collaboration by engaging others in the planning process.
- Empowers others with the authority to get things accomplished in a timely manner.

3. Interpersonal Skills and Managing Others

- Encourages an atmosphere that values others.
- Works effectively with clients, coworkers and investors.
- Senses, understands and takes an interest in how others feel and think.
- Provides feedback and support to maximize the probability of success.
- Develops leadership at every level.
- Negotiates and resolves conflicts, finding solutions all can agree upon.

4. Emotional Intelligence

- Understands and manages your own emotions.
- Recognizes how your emotions affect your performance.
- Understands and deals with the emotions of others.
- Looks for the positive in people and in situations.

5. Vision

- Envisions opportunities and finds ways to achieve them.
- Able to sense how to use influence to sway others.
- Has the confidence to embrace change and make it happen.

6. Creative Problem Solving

- Finds the root of the problem; distinguishes between symptoms and causes.
- Has the ability to think out of the box.
- Determines the best course of action by evaluating alternative approaches.

7. Self Direction

- Establishes goals and follows through with deliverables.
- Organizes resources to accomplish tasks efficiently.
- Looks for ways to do things better.
- Sets challenging goals and takes calculated risks.

8. Flexibility

- Willing to change to meet evolving needs and unexpected demands.
- Willing to adopt ideas and approaches based on new information and evolving needs.
- Maintains effectiveness under stress.

9. Ethical Considerations

- Has integrity and authenticity.
- Adheres to rules, regulations, and a code of ethics.

10. Project Management

- Identifies and responds effectively to changing outside influences.
- Establishes and monitors steps needed to ensure projects are completed on time.
- Completes tasks according to established standards.

11. Financial

- Looks for ways to improve the bottom line.
- Matches performance to budget.
- Develops realistic plans and budgets for the future.

12. Manage Customer Relationships/Markets

- Can analyze market trends and other factors that affect opportunities.
- Has knowledge of customers and standards of practice in the industry.

Are you satisfied with the number and types of items you do well? Are there areas of potential development that could improve the probability of your success? If this questionnaire highlights areas that you need to improve to reach your personal goals, coaching can be the catalyst that increases your leadership competency and organizational effectiveness.