

# Leadership Skills Personal Assessment

[adapted from mindtools.com]

Simply having the responsibilities of a leader doesn't necessarily make a person an effective leader. With study, humility, and hard work, you can become more effective as a leader. The following self-assessment will give you an idea of which skills you may want to develop. For each statement, indicate how often it reflects what you do. (never =1, rarely =2, sometimes =3, often =4, consistently =5)

<b>Statement</b>	<b>1</b>	<b>2</b> rarely	<b>3</b>	<b>4</b> often	<b>5</b>
1-When assigning tasks, I consider people's skills and interests.					
2-I doubt myself and my ability to succeed.					
3-I expect nothing less than top-notch results from people.					
4-I expect my people to work harder than I do.					
5-When someone is upset, I try to understand how he or she is feeling.					
6-When circumstances change, I can struggle to know what to do.					
7-I think my personal feelings should not be allowed to get in the way of performance and productivity.					
8-I am highly motivated because I know I have what it takes to be successful.					
9-Time spent worrying about team morale is time that's wasted.					

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
10-I get upset and worried quite often in the workplace.					
11-My actions show people what I want from them.					
12-When working with a team, I encourage everyone to work toward the same overall objectives.					
13-I make exceptions to my rules and expectations. It's easier than being the enforcer all the time!					
14-I enjoy planning for the future.					
15-I feel threatened when someone criticizes me.					
16-I make time to learn what people need from me, so that they can be successful.					
17-I'm optimistic about life, and I can see beyond temporary setbacks and problems.					

Statement	1	2	3	4	5
18-I think that teams perform best when individuals keep doing the same tasks and perfecting them, instead of learning new skills and challenging themselves.					

## Scoring

### *Self-Confidence*

If you marked question 2 high or question 8 low, you can benefit from improving your self-confidence. Begin by recognizing your strengths and weaknesses.

### *Positive Attitude and Outlook*

If you marked question 10 high or question 17 low, you can benefit from improving your attitude. Begin by recognizing that we all experience setbacks and problems. How we deal with them is what makes the difference. Consider trying some stress management techniques. Work rest and relaxation into your schedule.

### *Emotional intelligence*

If you marked question 5 low or question 15 high, you can benefit from improving your emotional intelligence. Learn and practice empathetic listening. Listen for emotional tone as much as actual words.

### *Providing a Compelling Vision of the Future*

If you marked question 6 high or question 14 low, you can benefit from improving your ability to create a compelling vision of the future. Learn how to analyze your environment to explore opportunities and challenges. Refine your decision making skills. Work on being able to create a story that conveys your vision.

### *Gaining Buy-in for the Vision*

If you marked question 9 high or question 12 low, you can benefit from learning how to gain buy-in. Learn techniques to improve teamwork. Find ways to link individual performance to team goals.

### *Being a Good Role Model*

If you marked question 4 high or question 11 low, you can benefit from learning the why and how to be a role model for what you expect from others.

### *Managing Performance Effectively*

If you marked question 3 low or question 13 high, you can benefit from improving how you manage performance. Learn how to make sure others understand your expectations.

### *Providing Support and Stimulation*

If you marked question 1 low, question 7 high, question 16 low, or question 18 high, you can benefit from learning how to provide a supportive and stimulating environment.

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