



Leadership Qualities Self-Evaluation

It's important to be self-aware and have a clear, realistic view of your leadership qualities and skills. Your followers need you to model what you want them to do, so they will follow suit and self-monitor themselves.

To help you evaluate your leadership qualities and skills, here are a few questions to ask yourself. Rate the quality or skill as either a Strong point (S) or Development point (D). When in doubt, choose D.

1. Communication

- I actively listen.
- I communicate using industry words familiar to the listener.
- I am adept at business storytelling to help illustrate ideas.
- I use a variety of methods to clarify concepts.
- I keep information concise and to the point.
- I welcome questions and suggestions.
- I am comfortable speaking to a group.
- I facilitate and encourage group conversations effectively.
- I use non-verbal communication methods when appropriate.
- I am comfortable and confident when giving a presentation.
- I am able to reading body language accurately.
- I thoroughly check written communication before sending it.
- I promptly reply and follow up on written communications.

2. Motivation

- I ask for input from team members and others.
- I consider a person's work preferences when possible.
- I encourage mentoring among team members.
- I am open to employee concerns.
- I provide interesting and challenging work for members.
- I show my appreciation with meaningful rewards.
- I recognize others efforts and accomplishments.
- I help individuals and the team to set effective goals.
- I encourage team-building in a variety of ways.
- I frequently thank staff members in a one-on-one situation.
- I value others' similarities and differences.
- I ask for and provide positive feedback.

3. Delegation

- _____ I accept and appreciate feedback from employees.
- _____ I provide additional resources for employees.
- _____ I take employee strengths and needs into account.
- _____ I share and verify realistic expectations when delegating work.
- _____ I effectively prioritize tasks.
- _____ I have realistic expectations regarding deadlines.

4. Optimism (Positive)

- _____ I show confidence in members' abilities.
- _____ I emphasize the positives in difficult situations.
- _____ I believe in our ability to meet goals and succeed.
- _____ I focus on lessons learned rather than the mistakes made.
- _____ I expect everyone, including myself, do their best.
- _____ I encourage others to acknowledge efforts and progress.
- _____ I believe each member is valuable to overall success.

5. Trustworthy

- _____ I actively listen.
- _____ I apologize when I make a mistake.
- _____ I accept ultimately accountable for the outcomes.
- _____ I follow sound business ethics and encourage others to do so.
- _____ I maintain strict confidentiality with each member.
- _____ I apply rules consistently towards and for each employee.
- _____ I follow through on my word.
- _____ I maintain a high level of integrity.
- _____ I stand up for what's right and fair.
- _____ I use good strategies to make sound judgments.

6. Creative

- _____ I envision the big picture and break it down into smaller tasks.
- _____ I am analytical and apply critical thinking skills.
- _____ I have a natural curiosity to learn more details.
- _____ I use past lessons and foresight to accomplish goals.
- _____ I use creative thinking skills to solve problems.
- _____ I listen to and consider others' creative ideas and solutions.
- _____ I effectively make abstract connections.
- _____ I enjoy and learn from observing people and processes.

7. Informative (Feedback)

- _____ I am open to receiving feedback.
- _____ I help build confidence in employees.
- _____ I personally coach others when needed.
- _____ I encourage others to learn more and be more.
- _____ I listen and work with others to brainstorm solutions.
- _____ I ask relevant, thought-provoking questions.
- _____ I listen to employees' responses.
- _____ I respectfully address individuals' issues and obstacles.

8. Committed

- _____ I take pride in my work.
- _____ I understand how my work affects the outside world.
- _____ I am determined to find solutions and meet goals.
- _____ I embrace and encourage professional development.
- _____ I follow through on a task even if I need to stay a little late.
- _____ I am passionate about my work.
- _____ I persevere despite obstacles and setbacks.
- _____ I prioritize tasks to meet my commitments.
- _____ I am team player and help others work together effectively.
- _____ I consider work ethics to be a top priority.

9. Flexible

- _____ I am willing to learn new skills and techniques.
- _____ I think "on my feet" and respond quickly to problems or issues
- _____ I plan for possible issues and adapt with plan variations.
- _____ I schedule extra time into my day to allow time for improvising.
- _____ I bring people, ideas, and solutions together by negotiating.
- _____ I value function over form in most instances, but prefer both.
- _____ I recognize the need for quick, notification when things change.

Notes:
