



How Am I as a Leader

Complete this self-assessment to build your leadership skills. Use the scale from 1 to 3.

- 1 Feels awkward when I do this; perhaps I should learn the basics of this skill so it is not awkward (my challenge)
- 2 Usually try to practise this skill
- 3 Comfortable & competent, use this skill frequently (my strength)

Personal Relationship Skills (working with others)

- ___ 1. I listen respectfully and actively to colleagues; hearing words, feelings and thoughts.
- ___ 2. I have open, warm, trusting relationships that put others at ease.
- ___ 3. I authentically encourage others with meaningful praise and genuine respect.
- ___ 4. I provide others with challenges and clear feedback, reinforcing opportunities for developing their strengths, different than my own.
- ___ 5. I elicit information and ideas by asking open-ended questions.
- ___ 6. I coach others to come up with their own answers.
- ___ 7. I facilitate constructive interpersonal and collaborative, diverse group relationships and understand group/team dynamic.s
- ___ 8. I communicate with clarity encouraging change, creativity and innovation.
- ___ 9. I stay curious and open to understanding others' viewpoints.
- ___ 10. I influence and involve appropriate leaders and resources throughout the system.

Task Accomplishment Skills (getting work done)

- ___ 1. I clarify and adjust intentions, goals, direction, or outcomes.
- ___ 2. I initiate ideas, actions, solutions, and policy and procedures to support desired results.
- ___ 3. I use effective and appropriate media to communicate ideas, seek information, clarify to get to mutual understanding.
- ___ 4. I enthusiastically coordinate activities with timelines and responsibilities.
- ___ 5. I analyze and take action on the idea, task or process and its relationship to the whole.
- ___ 6. I diagnose the sources of difficulties in the system.
- ___ 7. I ask others for commitment and support when needed.
- ___ 8. I summarize for the group, restating progress and offering a decision or conclusion for consideration.
- ___ 9. I hold the focus to ensure the goal is achieved for greater good.
- ___ 10. I recognize others' contributions.
- ___ 11. I use and encourage research, benchmarking, and evidence-based work.

Coaching Questions

How will you
maximize your
leadership strengths?

What will you
focus on in building
your leadership capacity?