**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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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:**