Assessment Instructions

This assessment is a tool to support you in your leadership journey. It is designed to foster awareness of your current leadership skills and to help you determine in what areas you may wish to focus during the fellowship period. As a self-assessment, there is no correct score and the results are to provide you a benchmark of your skills and give you a baseline to consider in the future.

For consistency, refer to your current work environment to complete this assessment.

Score the following statements as they pertain to you: 0 – never, 1 – infrequently, 2 – sometimes, 3 – most of the time, 4 – almost always and 5 – always.
**Everyday Leadership Skills Assessment**

**Sustainable Leadership Skills**

- [ ] I stay organized, including using a calendar and an active action item list
- [ ] I manage my time well
- [ ] I leverage available tools (like technology or research) to support success
- [ ] I have strong program management skills – track measurable objectives to their completion
- [ ] I provide careful attention to detail
- [ ] I am appropriately loyal to my team or organization
- [ ] I follow through on my commitments
- [ ] I hold others accountable to their commitments
- [ ] I demonstrate clear, ethical values daily
- [ ] I model balance (work/home, inner/outer) and self-care
- [ ] Others come to me to implement ideas

Total: _____

**Emotional Intelligence**

- [ ] I see beyond another’s reaction and recognize the complex nature of my employees, peers and superiors
- [ ] I can “read” a group and its emotional state
- [ ] I track and manage my own emotions.
- [ ] I am able to admit mistakes
- [ ] I am open to learning from others regardless of their position
- [ ] I develop trust in the team
- [ ] I am someone others turn to when they are upset
- [ ] I foster team morale
- [ ] I am able to switch leadership styles or approaches according to the current situation
- [ ] I easily extend respect, watch cultural cues and use right timing on conversations
- [ ] I am appropriately kind and compassionate

Total: _____
Everyday Leadership Skills Assessment

Creativity Quotient

☐ I hold and nurture an inspiring vision
☐ I foster open idea generation ("brainstorming") with team members when appropriate
☐ I support innovation and continuous improvement
☐ I bring enthusiasm to my team
☐ I acknowledge and celebrate others and their successes
☐ I actively seek out novel perspectives
☐ I encourage diversity in my organization
☐ I am willing to not know and am comfortable with ambiguity and complexity
☐ I value and use creative tension between team members and others to create better solutions
☐ I employ conflict resolution skills
☐ I am someone with whom others share their hopes and aspirations

Total: _____

Problem Solving/Direction Setting Strategies

☐ I am aware of my decision-making strategies and recognize their weaknesses
☐ I provide clear and objective feedback
☐ I communicate my thoughts clearly in written form
☐ I verbally communicate well
☐ I bring strong public speaking skills
☐ I provide expertise in my subject area
☐ I have effective problem solving skills – employ logical step-by-step frameworks to guide a team to a solution
☐ I actively gather information from internal and external sources – hold a learning attitude
☐ I look for problem areas or what might have been missed
☐ I can take a compelling vision and translate it into measurable goals and actions
☐ I am asked for advice or insight when there is a problem

Total: _____

Add four area scores above = pre-program leadership assessment score: _____
Everyday Leadership Skills Assessment

Brief Reflection

What are the three top leadership strengths you bring?

1.
2.
3.

What are the three leadership skills you most want to improve over the next year?

1.
2.
3.

Where are you currently most frustrated with your performance, or perhaps where were you the most hard on yourself when taking this assessment?