

# LEAD



# LEADERSHIP ASSESSMENT

## Instructions

This is a critical self assessment of your leadership skills. How well your company succeeds is determined by how successful you are as the leader.

For best results we recommend you fill this out over a period of time. Do not rush through it. With your open and thoughtful participation we can help you make huge strides quickly.

There are no right or wrong answers. It is not intended to be filled out in one session. If you do fill it out in one session, please revisit it after a couple of days to confirm you agree with your rating. Please comment on each rating so we can see why you gave yourself that score. Use extra pages if necessary to provide an example of why you rate yourself with that score.

It is best to hand write your answers.



# LEADERSHIP ASSESSMENT

RATING; 1 = Very Poor, 2 = Poor, 3 = Fair, 4 = Good, 5 = Very Good, 6 = Excellent

GOAL; What is your rating goal?

Comments: unsatisfactory, needs improvement, satisfactory, good, outstanding

DATE:

NAME:

COMPANY:

#	COMPETENCY	INTELLECTUAL COMPETENCIES	RATING	GOAL
1	Intelligence	Quick study, ability to acquire and absorb new information rapidly		
Comments				
2	Analytical Skills	Identifies problems and opportunities. Analysis in depth. Relates and compares data from different sources. Exhibits a probing mind. Penetrating insights		
Comments				
3	Judgement - Decision Making	Consistent logic, rationality, objectivity in decision making. Balances quick decisiveness and slower more thorough approaches. Shows common sense. Anticipates consequences of decision		
Comments				



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#	COMPETENCY	INTELLECTUAL COMPETENCIES	RATING	GOAL
4	Conceptual Ability	Deals effectively with abstract and conceptual matters as well as concrete tangible issues.		
Comments				
5	Creativity	Generates new approaches to problems or original modifications to established approaches. Shows imagination.		
Comments				
6	Strategic Skills	Determines opportunities and threats through comprehensive analysis of current and future trends. Accurately assesses own and organizations competitive strengths and vulnerabilities. Comprehend the big picture. Reads latest books and articles on strategy		
Comments				





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#	COMPETENCY	INTELLECTUAL COMPETENCIES	RATING	GOAL
7	Pragmatism	Generates sensible, realistic practical solutions to problems		
Comments				
8	Risk Taking	Shows evidence of having taken calculated risks with generally favorable outcomes. Does not bet the farm.		
Comments				
9	Leading Edge	Constantly benchmarks best practices and expects subordinates to do the same. Strives to be as leading edge as appropriate in light of cost.		
Comments				



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#	COMPETENCY	INTELLECTUAL COMPETENCIES	RATING	GOAL
10	Experience	Written specifically for the job		
Comments				
11	Track Record	Successful career history. Meets commitments.		
Comments				
12	Education	Meets educations requirements, formal and informal. Exhibits continuous learning through reading, seminars, networks, professional organizations.		
Comments				



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#	COMPETENCY	PERSONAL COMPETENCIES	RATING	GOAL
13	Initiative	Seeks out and seizes opportunities, goes beyond the call of duty and finds ways to surmount barriers. Resourceful. Achieves results in spite of lack of resources.		
Comments				
14	Organizational Planning	Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities. Juggles multiple projects effectively. Anticipates reasonable contingencies. Pays appropriate attention to detail. Manages personal time well.		
Comments				
15	Integrity	Does not cut ethical corners. Consistent in terms of what is said and what is done in terms of behavior toward others. Earns trust of coworkers. Maintains confidences. Organizations interests above self. Does what is right not politically expedient. Does not play games with facts to win a point.		
Comments				



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#	COMPETENCY	PERSONAL COMPETENCIES	RATING	GOAL
16	Independence	Exhibits a willingness to take an independent stand while committed to team efforts. Not swayed excessively by last person talked with.		
Comments				
17	Excellence	Sets high, stretch standards of performance for self and all coworkers. Demonstrates low tolerance for mediocrity. Requires high quality results. Exhibits conscientiousness and high sense of responsibility		
Comments				
18	Stress Management	Does not cut ethical corners. Consistent in terms of what is said and what is done in terms of behavior toward others. Earns trust of coworkers. Maintains confidences. Organizations interests above self. Does what is right not politically expedient. Does not play games with facts to win a point.		
Comments				





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#	COMPETENCY	PERSONAL COMPETENCIES	RATING	GOAL
19	Adaptability	Flexes to new pressures from competition, loss of talent, new priorities. Converts high self-objectivity into self correction and personal improvement. not rigid-intellectually, emotionally,or interpersonally. Adjusts quickly to changing priorities. Copes effectively with complexity.		
Comments				
20	Self Awareness	Recognizes strengths, weaker points and areas for improvement. Demonstrates courage not to be defensive, rationalize mistakes, or blame others for one's own failures. Learns from mistakes. Builds feedback mechanisms to minimize blind spots.		
Comments				



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#	COMPETENCY	INTERPERSONAL COMPETENCIES	RATING	GOAL
21	First impression	Professional in demeanor. Creates favorable first impressions through appropriate body language, eye contact, posture, voice qualities, bearing, and attire.		
Comments				
22	Listening	Tunes in accurately to the opinions, feelings, needs of people. Understands impact of one's behavior on others. Empathetic. Patient. Lets others speak; listens actively, paying back a persons point of view.		
Comments				
23	Likability	Puts people at ease. Warm, sensitive, and compassionate. Builds and maintains trusting relationships with associates, customers, community, professional organizations. Does not turn people off. Not arrogant. Friendly, sense of humor, genuineness, caring. Treats people with respect even when frustrated.		
Comments				



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#	COMPETENCY	INTERPERSONAL COMPETENCIES	RATING	GOAL
24	Assertive	Stands on issues without being excessively abrasive		
Comments				
25	Customer Focus	Monitors customer satisfaction regularly. Meets internal and external customer needs in ways that provide satisfaction and excellent results for the customer. Establishes partner relationships with customers. Regarded as visible and accessible by customers.		
Comments				
26	Team Player	Monitors customer satisfaction regularly. Meets internal and external customer needs in ways that provide satisfaction and excellent results for the customer. Establishes partner relationships with customers. Regarded as visible and accessible by customers.		
Comments				



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#	COMPETENCY	INTERPERSONAL COMPETENCIES	RATING	GOAL
27	Communication Written	Writes clear, precise, well-organized e-mails, memos, letters and proposals while using appropriate vocabulary, grammar, and word usage, and creating the appropriate flavor.		
Comments				
28	Communication Verbal	Communicates effectively one to one, in small groups and in public-speaking contexts. Demonstrates quickness on feet, clear organization of thought processes, and command of the language. Easily articulates visions and standards. Keeps people informed.		
Comments				
29	Politically savvy	Shows awareness of political factors and hidden agendas and behaves shrewdly without being a self-seeking backstabber. Recognizes where to go to get things done and builds an informal network to wire information sources and influence.		
Comments				



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#	COMPETENCY	INTERPERSONAL COMPETENCIES	RATING	GOAL
30	Negotiation	History of winning as an essential ingredient in win/win negotiations. Demonstrates effectiveness in salvaging tense negotiations with customers, employees.		
Comments				
31	Persuasion	Exhibits persuasiveness in change efforts, selling a vision. Charisma desirable, through soft sell and quiet credibility are acceptable alternatives.		
Comments				



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#	COMPETENCY	MANAGEMENT COMPETENCIES	RATING	GOAL
32	Selecting "A" Players	Top grades through effectively recruiting and selecting not less than 90% a-players not more than 10% mis-hires.		
Comments				
33	Removing C players	History of redeploying C players through transfer, demotion, termination or quietly helping person understand it is best to leave.		
Comments				
34	Coaching/ Training	Actively and successfully trains and coaches people for current assignments, and develops them for promotion into positions in which they succeed. Provides challenging assignments. A people builder.		
Comments				





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#	COMPETENCY	MANAGEMENT COMPETENCIES	RATING	GOAL
35	Goal setting	Sets clear, fair, stretch goals for self and others, encouraging individual initiative.		
Comments				
36	Empowerment	Pushes decision making down to lowest level; provides authority and resources. Hands on when appropriate		
Comments				
37	Performance management	Fosters high levels of accountability through a fair, hard-hitting performance-management system. Measures performance thoroughly. Reinforces integrity in the system by personally monitoring performance of subordinates without over supervising and rating people honestly. Ties in reward systems (pay, promotion, removal). Free with deserved praise and recognition. Constructive in criticism. Provides frequent feedback		
Comments				



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#	COMPETENCY	MANAGEMENT COMPETENCIES	RATING	GOAL
38	Running Meetings	Demonstrates ability to organize and run effective meetings		
Comments				
39	Diversity	Achieves diverse workforce at all levels, for global effectiveness and legal compliance. Decries tokenism; top grades with diversity. Actively breaks down barriers to diversity; visibly fights discrimination		
Comments				
40	Team Builder	Achieves cohesive, effective (positive, mutually supportive) team spirit with subordinates. Team climate characterized by open, honest relationships in which differences are constructively resolved rather than ignored, suppressed, or denied. Treats subordinates fairly. Shares credit.		
Comments				



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#	COMPETENCY	MANAGEMENT COMPETENCIES	RATING	GOAL
41	Vision	Provides clear, credible vision for the future (what the company will be like internally and in the marketplace) when strategy successfully is implemented.		
Comments				
42	Change leadership	Actively intervenes to create and energize positive change. Can cite specific examples of moving organizations through major change. Leads by example		
Comments				
43	Inspiring "followership"	Through whatever combination of competencies, inspires people to follow the lead. Minimizes intimidation and threat. Takes charge. Motivates by pushing appropriate "hot buttons"		
Comments				



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#	COMPETENCY	MANAGEMENT COMPETENCIES	RATING	GOAL
44	Conflict Management	Exhibits understanding of natural sources of conflict and acts to prevent or soften them. When conflicts emerge, effectively works them through to optimum outcome. Does not suppress, ignore, deny conflict.		
Comments				



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#	COMPETENCY	MOTIVATIONAL COMPETENCIES	RATING	GOAL
45	Energy	Exhibits energy, strong desire to achieve, appropriately high dedication level.		
Comments				
46	Enthusiasm	Exhibits dynamism, charisma, excitement, and positive "can-do" attitude		
Comments				
47	Ambition	Desires to grow in responsibility and authority. Acknowledging slow growth in company or self not acceptable		
Comments				



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#	COMPETENCY	MOTIVATIONAL COMPETENCIES	RATING	GOAL
48	Tenacity	Consistently strives to achieve results. Convey's strong need to win. Reputation for not giving up.		
Comments				
49	Compatibility of needs	Demonstrates needs for money, recognition, affiliation, achievement, prestige, promotion, power, location, amount and type of travel, consistent with the opportunities available in the foreseeable future.		
Comments				
50	Balance in Life	Achieves sufficient balance among work, wellness, relationships, community involvement, professional associations, friendships, hobbies, and interests. "sufficient" may be defined variously, reflecting the necessity of meeting current work challenges, the possibility of "burnout" or the consequences of sacrificing so much currently that later in life there are severe regrets.		
Comments				





# LEADERSHIP ASSESSMENT

## Summary

Total Score \_\_\_\_\_ Divide by 300 = Score percent \_\_\_\_\_

Total Goal Score \_\_\_\_\_ Divide by 300 = Goal Percent \_\_\_\_\_

Divide your score \_\_\_\_\_ by 300 that will equal your leadership rating as a percentage compared to the total score.

Example; suppose your total score is 150, you would divide 150 by 300.

That equals 50%. The goal is to help you score between 80% and 100% in your leadership skills.

We will focus on improving your skills based on your comments and score. Our goal is to mentor you to become an outstanding leader.

We will custom design your leadership development mentoring program based on your answers.

Your mentoring program will be specific, clear and include a timeline and curriculum so you will know how you are progressing and when you will achieve your desired milestones.

Please scan and email your completed assessment back to [minddump@minddumpinc.com](mailto:minddump@minddumpinc.com) if you would like our help to improve your leadership skills.