



LEADERSHIP SKILLS AUDIT

A practical self-assessment for managers and emerging leaders

What this resource will help you do

Identify your current strengths, recognise the capabilities that need attention, and choose a small number of development priorities linked to your goals.

Use this audit honestly. The aim is not to score highly. It is to create a clear starting point for development.

FREE LEADERSHIP RESOURCE

How to use this audit

1	Choose the skills that matter Review the suggested skills and add or remove items so the audit reflects your role, organisation and career goals.
2	Score yourself Use the 0-3 scale below. Base each score on evidence rather than how confident you feel.
3	Add evidence Record a recent example that supports the score. If you cannot identify evidence, reconsider the rating.
4	Seek feedback Where you are unsure, ask a trusted colleague, manager, or mentor for a specific example of what they observe.
5	Set priorities Select no more than three priorities. Define the action you will take and how you will know progress is being made.

Scoring scale

0	1	2	3
No experience yet	Limited	Competent	Proficient

A useful rule

If your rating is based on potential rather than something you have demonstrated, reduce the score and treat the capability as a development opportunity.

Leadership skills audit

Score the skills most relevant to you. Use the evidence column to record a brief example, result, or feedback point.

Skill	Score 0-3	Evidence
TECHNICAL AND COMMERCIAL		
Data analysis		
Project management		
Budget and cost management		
Forecasting		
Sales and marketing		
Financial analysis		
Digital, AI and technology awareness		
BUSINESS AND LEADERSHIP		
Strategic thinking		
Decision making		
Problem solving		
Planning and prioritisation		
Commercial awareness		
Organisational awareness		
Vision and direction		
Adaptability and resilience		
Team building		
Delegation and accountability		
INTERPERSONAL		
Communication		
Listening		

Coaching and mentoring

Influencing

Relationship building

Negotiation

Conflict resolution

Empathy

Integrity and authenticity

Self-awareness and reflection

Turn insight into action

Reflection questions

- What type of work gives me the most satisfaction?

- Which capabilities are most important in my current role?

- What are my short-term career goals?

- What are my medium-term goals?

- What are my longer-term ambitions?

- Which strength can I use more deliberately?

- Which development area would make the biggest difference now?

My three development priorities

Priority	Action I will take	Evidence of progress	Review date

READY TO TURN YOUR AUDIT INTO A DEVELOPMENT PLAN?

Coaching can help you make sense of your results, focus on the right priorities, and translate insight into practical action.

[Book a coaching conversation with Ian](#)

LeadReady Coaching | Clarity. Confidence. Impact.