

EXECUTIVE PRESENCE SELF ASSESSMENT

Think about how you behave in your role at work. With that in mind, read each statement (from A to T), and use the scale below to rate how well the statement describes you in that context.

1	2	3	4	5
To a very small extent	To a small extent	To a moderate extent	To a great extent	To a very great extent
PART A	Statement			Rating
A.	I am known to be present and in-the-moment during interactions with others - physically, intellectually, and emotionally.			
B.	I actively eliminate distractions and "noise" from interactions with others (e.g., turning smartphone notifications off, or to 'silent' mode).			
C.	I am aware of my energy level and mood when communicating, as well as the effect of my energy and mood has on those around me. I adjust accordingly.			
D.	I consider and respond appropriately to the needs, feelings and perspectives of different people in different situations.			
E.	I am able to remain calm in stressful situations.			
Subtotal (Part A items A-E):				
PART B	Statement			Rating
F.	I actively empathise with others, and can put myself in their shoes, seeing and feeling things as if from their point of view.			
G.	I listen with curiosity to what is being said and consciously defer arriving at a judgment, as opposed to thinking about what to say in response.			
H.	I am comfortable providing feedback to others – people I lead, peers and bosses.			
I.	I intentionally try and read the physical, verbal, and emotional cues of others with whom I am communicating.			
J.	I am open to other points of view and make time to hear and respond to them.			
Subtotal (Part B items F-J):				
PART C	Statement			Rating
K.	I connect with my audience through all communication channels available to me: use of eye contact; vocal variety and projection; gestures; and movement.			
L.	I articulate clearly and get to the point quickly.			
M.	I understand the intent of my message and adjust accordingly: what I want the listener to do, think, feel and/or understand when I am done communicating with them.			
N.	I often use stories, anecdotes and/or metaphors to make conversations and presentations meaningful and memorable.			
O.	I generate energy during conversations and presentations.			
Subtotal (Part C items K-O):				
PART D	Statement			Rating
P.	I consider and openly admit to mistakes I have made.			
Q.	I share what I have learnt from challenges and adversities I have experienced in my life.			
R.	I don't allow my need for approval from others get in the way of my authenticity when communicating with them.			
S.	I welcome receiving feedback without getting upset and defending myself.			
T.	I am able to reflect my personal values in my decision and actions.			
Subtotal (Part D items P-T):				

Your Level of Executive Presence – Scoring and Analysis

Part A - BEING PRESENT (Transfer Your Score _____)

Scores between 5 and 12	Scores between 13 and 19	Score between 20 and 25
<p>Your responses indicate some potential challenges in the area of being Present. You may be too busy, distracted, tense, or not mentally "in the room" with those whom you are trying to communicate with. This can present challenges and not only in terms of the presence you convey—it may also impair your ability to fully listen to others and to have complete understanding of their needs.</p> <p>The silver lining is that by becoming aware of this now, you have the opportunity to improve. For example, adding a regular, daily practice of centring and relaxation to your life would be of enormous benefit. If you are short on time, even taking a quick walk around the parking lot when you feel foggy or turning away from your computer to do some breathing will help.</p> <p>Make it a priority to completely clear your mental and emotional slate to renew your focus and clarify your intention before meetings and interactions</p> <p>You may wish to seek feedback from a trusted friend or colleague to heighten your awareness of your behavioral patterns. This will help you achieve change and become more Present on a day-to-day basis.</p>	<p>Your score suggests that like many people today, you find it challenging to remain fully Present in all interactions. Although you can sometimes eliminate distractions, and really notice others, you may be thrown off when the situation is tense, your mood is negative, or when there are fires that need putting out.</p> <p>The good news is that honing your ability to be more Present will not take a giant leap; you already have many of the tools. Consider a regular, daily practice of relaxation which can help heighten your sense of awareness. In addition, try taking a moment to check in with yourself, renew your focus and clarify your intent before meetings and interactions. This will make a noticeable difference in your ability to think, speak, and react in the moment.</p> <p>Finally, notice those times you are not fully Present and why, then make a conscious shift to being "here now."</p>	<p>Your responses indicate that you possess a rare ability to remain centered, focused, open, and relaxed when facing the tensions and distractions of modern life.</p> <p>Your high self-assessment on this dimension also suggests that you maintain a heightened awareness of yourself and others in leadership interactions. In dealing with change, you possess a good deal of spontaneity, and are able to cope well when unexpected fires appear. You approach people and situations with generosity and calm, rather than with anxiety. As someone who is strong in this dimension, you are a natural model for others, engendering qualities of awareness and openness in those you work with.</p>

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Part B – REACHING OUT (Transfer Your Score -----)

Scores between 5 and 12	Scores between 13 and 19	Score between 20 and 25
<p>Your own assessment in this area shows that Reaching Out is a challenge area for you. Working on your relationship-building skills could really improve your overall business effectiveness as commitment and action in many organisations are built almost entirely on relationships.</p> <p>Increasing your skill set in this dimension will mean looking beyond roles and work goals to get at the heart of what really motivates others. Begin to think about what you appreciate about those around you as people not work functions. How might you endorse others more often? When issues crop up, look to empathise first, putting aside your own agenda for a while—choose to let go of solving the problem and focus more on who is in front of you, and what their needs, values, and deeper motivations may be. Take the time to really imagine yourself in the other’s shoes—particularly with those whom you have difficulty with.</p> <p>When working with groups, see how a personal story, humorous or serious, might better help you accomplish your objectives. Know that by being open yourself, others may begin to show their more human side around you.</p>	<p>You scored yourself quite highly in this area but acknowledge that you have room to grow. Although you are usually able to establish healthy working relationships with others, there are also times when Reaching Out is a stretch. You want to empathise, but may find that your own agenda makes it difficult to really listen. With certain audiences you may have a tendency to stick with the facts, rather than reach out with a story that connects on a more human level. Honing your abilities in this area will mean looking beyond roles and work goals to get at the heart of what really motivates others.</p> <p>Try thinking about what you appreciate in others as individual people, not work functions. Look to empathise first, and solve the problem second. And, whenever possible, share a personal story to help you accomplish your goal.</p>	<p>Your responses indicate that you are someone with a natural ability and inclination to empathise, connect, and build relationships. You have a strong aptitude for listening and make authentic connections based on your genuine interest in other human beings. As a communicator, you reach beyond individual roles and work functions to a personal level of relating. You are not afraid to share of your own experiences as a way to bond and portray who you are as a leader while simultaneously looking to highlight the value that others bring to the table. You probably have an affiliative management style, letting those who work for you know that there is someone who cares, someone who is focused on more than just the work. Your ability to Reach Out is like to be one of your core strengths.</p>

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Part C – EXPRESSIVENESS (Transfer Your Score -----)

Scores between 5 and 12	Scores between 13 and 19	Score between 20 and 25
<p>Your own assessment indicates a lack of comfort in the area of Expressiveness. This is not unusual: public speaking is considered by many to be their greatest fear. However, the downside of not being expressive when leading or motivating others can be significant. The ability to effectively express yourself in a business context will certainly improve your chances of engaging and inspiring others.</p> <p>Observing what makes others successful in this area may be a good first step toward improvement. Who do you know who is an engaging, believable presenter? What do they do that works so well? How do they change their voice and use gestures to match the story they are telling? Getting feedback is also key. Ask a trusted co-worker to offer some positive feedback as well as constructive criticism after your next meeting. Look at the details: What’s working well? How would they suggest you improve your use of vocal variety (are you a bit monotone?), your body language, and your use of images, metaphors, and stories to convey your points?</p> <p>Finally, take the time to practice certain skills outside of the business context. Try taking an acting or dance class. Sing in the shower, or act out stories for a child to exercise your vocal range. Working with a professional coach could also be of real benefit.</p>	<p>Your responses indicate that although you have much strength in this dimension, you also have room to grow. You are often able to engage an audience, but your message may not always be congruent with your voice, body language and facial expressions—you may need to think about what to do with your hands, or how to use the right tone of voice.</p> <p>For you, polishing your abilities as a communicator and presenter may mean getting some clear feedback on what needs work. Ask a trusted colleague to offer some constructive criticism after your next meeting. Have them focus on details: how would they describe your use of vocal variety (are you a bit monotone?), your body language, and whether you are using images, metaphors, and stories to convey your points.</p> <p>You may also wish to practice certain skills. Try taking an acting or dance class. Sing in the shower, or act out stories for a child to work with vocal range. Most important, don’t be afraid to experiment—you can take bigger risks than you think you can: after all, your audience wants to be engaged!</p>	<p>Your score in this area indicates that you have a natural way of engaging others, and are comfortable expressing yourself spontaneously and creatively. You come across as authentic, matching your gestures, facial expressions, voice, and choice of words to powerfully convey your passion. Audiences may often leave your presentations moved or galvanised for change.</p> <p>Others in your organisation look to you as an inspiration for how to get across a point effectively, succinctly, and memorably. Your talent in this area means that your messages are often listened to, both in one-to-one meetings and in larger settings.</p>

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Part D - SELF-KNOWING (Transfer Your Score -----)

Scores between 5 and 12	Scores between 13 and 19	Score between 20 and 25
<p>Your self-rating in this dimension indicates a desire to grow and improve. This presents powerful opportunity to evaluate what you stand for and express those values to others in what you say and do. In order to deeply reflect on what is important for you and your organisation, you may need to take some real time out. Keep in mind that this work is not only for yourself—the real impact will be on those whom you lead and how they view your leadership.</p> <p>Consider creating a values inventory, looking at what is important to you now and what will be in future. How do your values and the way you live them impact your team and the decisions you make? Taking a real step in this area will mean sharing what you discover (including the rough spots) first with someone whom you trust, and then, when you feel ready, with your team.</p> <p>Learning how to communicate and to live your values with more consistency will make a profound difference, particularly in times of stress.</p>	<p>Overall, you rate yourself as very self-aware but with a desire to improve in certain areas. Although you probably bring a good deal of self-awareness to your leadership role, you may not always be able to connect with your fundamental values, particularly when making rapid decisions or dealing with emergencies.</p> <p>Consider focusing on what needs work, what is eroding your self-confidence, and where you feel your intentions have been misaligned with your actions. Take a personal values inventory: what is important to you now and in the future? How do your values and the way you live them impact your family, or team members and the decisions you make?</p> <p>Taking a real step in this area may mean sharing some of what you discover—including the rough spots—with your team.</p>	<p>Your score indicates that you see yourself as a confident individual, with your feet planted firmly in the ground of values, clear beliefs, and an understanding of what is important in life and in business. You are likely to come across with a strong degree of self-confidence and you probably take the time to think about who you are and the principles that guide your life. You take a clear stand in your work with others, and bring clarity to tough situations.</p> <p>As a leader, you probably offer wisdom, vision, honesty, and vulnerability in your interactions with others, and serve as a model for up-and-coming leaders in your organisation. You almost certainly bring a valuable awareness of where you yourself still need to grow and change.</p>

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