



Becoming a VP Checklist – Rate yourself

Characteristic/Executive Skill Set	Regularly Demonstrates	Opportunity for Improvement
1. Calm demeanor even in stressful situations		
2. Strong sense of dignity		
3. Ethical conduct		
4. Lead by company values		
5. Intentional Communication – strategic purpose for communication, communicating with intent		
6. Focused Communication (giving people your full attention and listening actively)		
7. Ability to build rapport with anyone		
8. Ability to resolve conflict		
9. People want to work with you		
10. Effective collaborator with other senior leaders		
11. Influence amongst peers and colleagues		
12. Trusted subject matter expert		
13. Identifies and develops talent		
14. Leads change effectively and proactively creates opportunities for change		
15. Works effectively across functional teams		
16. Demonstrates big picture thinking		

Notes: