

Leadership Skills Inventory – Self-Assessment

Your Name _____

Position _____ Department _____

		Please check (✓) appropriate box.			
		Strongly Agree	Agree	Disagree	Strongly Disagree
1.	I give appreciation to others				
2.	I confront people with problems/situations as they arise				
3.	I spend time walking floor and stays close to subordinate activity				
4.	I give encouragement to others				
5.	I make clear to subordinates what is expected on the job				
6.	I am a good listener				
7.	I coach and counsel subordinates to ensure compliance with goals				
8.	I treat people with respect (i.e., like they are important people)				
9.	I am actively involved in the development of subordinates				
10.	I hold people accountable for meeting the standards set				
11.	I give credit to those who deserve it				
12.	I show patience and self-control with others				
13.	I am a leader that people feel confident following				
14.	I have the technical skills necessary to do the job				
15.	I meet the legitimate needs (as opposed to wants) of others				
16.	I am able to forgive mistakes and not hold grudges				
17.	I am someone people can trust				
18.	I do not engage in backstabbing (talking behind backs, etc)				
19.	I give positive feedback to subordinates when appropriate				
20.	I do not embarrass people or punish them in front of others				
21.	I set high goals for myself, my subordinates, and my department				
22.	I have a positive attitude on the job				
23.	I am sensitive to the implications of my decisions on other departments				
24.	I am fair and consistent leader and lead by example				
25.	I am not an over-controlling or over-domineering person				

What are my greatest leadership strengths/skills?

What leadership skills do I need to work on and improve?

Your Signature _____ Date _____