

Student Name:

Date Completed:

# Leadership Self-Assessment

## Leadership

- Communicating expectations in the context of the big picture
- Being decisive
- Listening
- Being flexible
- Being supportive
- Encouraging people
- Celebrating successes
- Solving problems
- Planning long-term strategies

## Management

- Planning and goal setting
- Delegating
- Sustaining communications
- Facilitating meetings
- Ensuring accomplishment of goals
- Monitoring staff performance
- Removing barriers to performance
- Managing oneself improving interpersonal skills

## Supervision

- Setting realistic and measurable individual and team goals
- Translating delegated goals into action
- Conducting feasibility studies to refine work plan and to identify required resources and skills Building teams
- Ensuring understanding of work objectives and tasks
- Facilitating meetings, sustaining progress
- Monitoring progress toward goals and objectives
- Trouble-shooting, resolving problems and conflicts

1. Complete the following assessment by marking the appropriate box with an "X".

Skills	Strength	Growth Area
Translating delegated goals into action		
Building teams		
Ensuring understanding of work objectives and tasks		
Facilitating meetings, sustaining progress		
Monitoring program toward goals and objective		
Trouble-shooting, resolving problems and conflicts		
Planning and goal setting		
Delegating		
Sustaining communications		
Facilitating meetings		
Ensuring accomplishment of goals		
Monitoring staff performance		
Removing barriers to performance		
Planning long-term strategies		
Setting realistic and measurable individual and team goals		
Communicating your expectations in the context of the big picture		
Being decisive		
Listening		
Being flexible		
Being supportive		
Encouraging people		
Celebrating successes		
Solving problems		

2. Review your Growth Area, reflect and write: I need to strengthen these skill because...

I discussed the following with my supervisor regarding the Leadership Self-Assessment: