

Leadership Skills Review Handout

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The “Next Step” is yours...to become a better “Leader”
Think It, Breath It, Do It...to Success
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Leadership Overview Handout

Instructions

This self review handout is for you to develop a picture of what is your current level of leadership skills.

Read carefully each of the statements and if you believe you have the skill, mark it with a tick ☒ in the box. If you believe that you currently don't have the skill leave the box blank.

A scoring sheet is detailed below to be used at the end of your review. If you want to get feedback from others who you lead and your boss, simply print out the review and ask them to complete.

Scoring Your Review

Taking your review and count the amount of boxes marked with a tick.

0 to 5 boxes – you are most likely relatively new to a leadership role and your priority should be to develop a clear management development plan. This is where using external support from a qualified coach will be invaluable.

6 to 10 boxes – you understand what is needed to be a competent leader. Take a look at the areas you have not ticked and search out help to find ways of developing the necessary skills. Again this is where using external support from a qualified coach will be very helpful.

11 to 15 boxes – you have the necessary understanding of a competent leader. Move to start exploring the areas that what will move you into the next step of a high performing leader. A well experienced and certified coach will provide excellent support in defining the areas of improvement and actions.

16 to 20 boxes – you have all the necessary skills of a highly rated leader. This is now the time to look at establishing what you need to do to make the step to a board level or equivalent position.

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Leadership Skills Review

I know how to develop a long term business strategy	<input type="checkbox"/>
I know how to canvas stakeholder support for my business strategy	<input type="checkbox"/>
I anticipate emerging trends	<input type="checkbox"/>
I am proactive in responding to emerging trends	<input type="checkbox"/>
I know how to select the right people for my team	<input type="checkbox"/>
I know how to get the best from everyone in my team	<input type="checkbox"/>
I empower others to deliver results	<input type="checkbox"/>
I understand the key performance drivers in our business	<input type="checkbox"/>
I am a skilled change agent	<input type="checkbox"/>
I know how to establish KPI's* and CSF's*	<input type="checkbox"/>
I stay calm under pressure situations	<input type="checkbox"/>
I handle the media effectively	<input type="checkbox"/>
I make the tough decisions even when they are not popular	<input type="checkbox"/>
I am an excellent communicator	<input type="checkbox"/>
I have a good grasp of financial matters	<input type="checkbox"/>
I spend a significant amount of my time planning strategically	<input type="checkbox"/>
I am excellent at delegating	<input type="checkbox"/>
I make sure that we act in line with our values	<input type="checkbox"/>
I effectively manage the risks of our organization	<input type="checkbox"/>
I take responsibility for the results that are achieved, good or bad	<input type="checkbox"/>

Note:

* Definitions: KPI's – Key Performance Indicators; CSF's – Critical Success Factors