

SKILLS ASSESSMENT



Not Interested



Want to Learn



Do Well w/Help



Do Well w/o Help



Can Teach Others

Following are some of the most worked-on skills for leaders as they work to get to the next level of leadership. Use the above Key to self-assess your current skill level/comfort zone in each of these areas.

1. Practice & share gratitude		11. Hold others accountable	
2. Set courageous targets		12. Present self with confidence	
3. Take courageous action		13. Focus on the critical few issues	
4. Encourage others to grow		14. Be assertive/decisive	
5. Accept own strengths & weaknesses		15. Take appropriate risks	
6. Listen to different points of view with an open mind		16. Build cross-functional relationships	
7. Address conflict constructively and timely		17. Build trust	
8. Collaborate with others		18. Match my leadership style to the specific need of others	
9. Develop and link team strategy to business strategy		19. Treat others with respect	
10. Stand up for what I believe in		20. Delegate effectively	

*Source: Michael Altoff, Brad Cairnes, & Toyota

**Source: Marshall Goldsmith's Inner Team of North America.