

How To Use A Leadership Skills Checklist To Boost Confidence & Competence

How often do you do a quick self-assessment of your skill levels, particularly those around leadership?

The Leadership Skills Checklist & questions below are designed to help you identify your current leadership strengths, and areas which you might like to develop further.

1. Score each area out of 10, where 10 is highly competent/skilled in this area, and 0 is no experience.

2. Then answer the questions at the side.



Leadership Skills Checklist

- ___ Creating a vision
- ___ Communicating the vision
- ___ Communication with your team (general)
- ___ Building a cohesive team
- ___ Building networks / trust
- ___ Talking / presenting
- ___ Leading meetings
- ___ Staying positive
- ___ Leading / managing change
- ___ Evaluating formally
- ___ Providing feedback
- ___ Managing crises / conflicts
- ___ Inspiring / motivating others (or self)
- ___ Dealing with other people's problems
- ___ Managing your time effectively

What evidence are you using to identify your scores? Consider both internal (self-assessment / reflection) and external (feedback from other sources).

Looking at your scores, what patterns, if any, do you notice? Is there a link between the areas where you scored highest / lowest? What can you learn from this?

How could you use your higher scoring skills more? What other opportunities are there for you to use these skills?

What opportunities are there for you to get more experience to develop your lower scoring areas? ... Thus, building your confidence and competence in these areas.

Which skill would be the easiest to improve? And what will you be doing differently once you've mastered it?

Which skill would provide the biggest challenge to improve? So what steps can you take to make it easier to get there?

What other questions could you ask yourself, which will help you reflect on your skills and develop your confidence & competence in them?