

# Leadership Capability Assessment: Scoring Sheet

**Instructions:** Add the numbers in each specific capability and place the total in the corresponding space on this form. Add the individual sums in each of the three areas to create a total for that area.

## Area 1: Core Skills

### Decision Making

**Total:** \_\_\_\_\_

Gathers information necessary to make a decision through a variety of data collection methods.

Anticipates the impact the decision will have on other parties.

Communicates decisions and involves others as appropriate.

### Working with Others

**Total:** \_\_\_\_\_

Listens to others before responding.

Takes responsibility to resolve difficult situations with others effectively.

Actively contributes to development of others' skills.

### Cross-Organizational Leadership

**Total:** \_\_\_\_\_

Networks with others to exchange information.

Able to gain consensus from a diverse group.

Understands organization's informal structures.

### Process Improvement

**Total:** \_\_\_\_\_

Defines objectives for a process in terms of results to be achieved.

Defines specific needs for process improvement.

Interacts with individuals across and external to the organization to assist in process improvement.

### Facilitates Change

**Total:** \_\_\_\_\_

Proactively identifies the need to change by keeping abreast of organizational and information industry information.

Deals with ambiguity and acts without having the total picture.

Handles risk and uncertainty and aids others in doing the same.

**Total for Area 1:** \_\_\_\_\_

**Notes to myself: What insights or ideas come to mind?**

## Area 2: Emotional Intelligence

### Initiative

**Total:** \_\_\_\_\_

- Exhibits a readiness to embark on new ventures.
- Executes actions directed toward new goals.
- Identifies opportunities to take action and follows through.

### Affiliation

**Total:** \_\_\_\_\_

- Volunteers to help others.
- Associates and partners with others inside and external to the organization to complete projects.
- Demonstrates empathy to others when appropriate.

### Logic Ability

**Total:** \_\_\_\_\_

- Exhibits intrinsic ability to integrate those who design solutions with those who will build the solutions.
- Extracts quantitative data from a given situation.
- Translates available data into various modes and makes logical deductions and reasonable conclusions.

### Power

**Total:** \_\_\_\_\_

- Demonstrates respect for others.
- Anticipates and avoids unproductive conflict.
- Acts honestly and with directness when dealing with personal issues.

### Personal Effectiveness

**Total:** \_\_\_\_\_

- Uses time and resources wisely.
- Able to work on more than one concept or problem at a time.
- Balances work and personal lives.

**Total for Area 2:** \_\_\_\_\_

**Notes to myself: What insights or ideas come to mind?**

### Area 3: Strategic Planning and Execution

#### Translates Strategy

**Total:** \_\_\_\_\_

Develops a plan with resources/dependencies clearly stated.

Explains the objectives of the strategic plan in terms of concrete and doable goals.

Provides foresight into how the information industry is changing and how the organization needs to react.

#### Promotes Organization Value

**Total:** \_\_\_\_\_

Develops higher value products and services for customer.

Identifies ways to increase operational effectiveness.

Strengthens individual and organizational leadership in community.

#### Entrepreneurship

**Total:** \_\_\_\_\_

Analyzes situations to make decisions for future opportunities.

Creates and presents new programs, services or process improvement approaches.

Nurtures growth and change by leveraging risk and results.

**Total for Area 3:** \_\_\_\_\_

**Notes to myself: What insights or ideas come to mind?**

### Your Strengths and Areas for Development

1. What do these results reveal to you about your strengths as a leader?
  
  
  
  
  
  
  
  
  
  
2. What do these results indicate as possible areas for development of your skills and areas of competence?