



LEADERSHIP SKILLS SUMMARY

name: _____

Read the descriptions for each of the leadership skills below. Rate your proficiency with each of the skills by circling a number in the column to the right. Remember, a rating of one (1) means you have little or no proficiency with a skill. A rating of five (5) means that you are very proficient with that skill.

<u>SKILL</u>	<u>DESCRIPTION</u>	<u>YOUR RATING</u> (low to high)
Planning	Your ability to keep your work organized	1 2 3 4 5
Sincerity	Your ability to be honest in all situations	1 2 3 4 5
Dedication	Your ability to see a job through to the end	1 2 3 4 5
Focus	Your ability to concentrate on the job at hand	1 2 3 4 5
Confidence	Believing strongly in yourself	1 2 3 4 5
Acumen	Your ability to relate to others and their ideas	1 2 3 4 5
Ambition	Your ability to work hard to achieve an aspiration	1 2 3 4 5
Versatility	Your ability to adjust to new conditions	1 2 3 4 5
Persuasion	Your ability to influence those around you	1 2 3 4 5
Competitiveness	A strong desire to be successful	1 2 3 4 5

Which of the leadership skills above did you rate yourself highest in (select up to three)?

Describe at least two situations in your life where you have been called upon to use the skills you've selected above.

Which of the leadership skills above did you rate yourself lowest in (select up to three)?

Describe an area in your life where you might be able to work on the skills you've selected above.
