

## Checklist for Team Leadership Skills

Read each statement and then place a check on the line after the appropriate number to indicate your current ability. Ratings run from 1 (low) to 10 (high). Respond as you think a consensus of your team members would score your abilities.

- |  | Low                                      | High |
|--|--|------|
| 1. <i>I set measurable goals.</i>  | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 2. <i>I really listen to others.</i>   | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 3. <i>I give clear directions.</i>   | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 4. <i>I develop trust with and among others.</i>   | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 5. <i>I inspire positive team performance.</i>   | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 6. <i>I confront conflict in a positive manner.</i>  | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 7. <i>I remain objective when someone disagrees with me.</i>   | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 8. <i>I keep meetings on topic.</i>  | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 9. <i>I effectively manage time in a meeting.</i>  | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 10. <i>I provide a clear vision to team members.</i>   | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 11. <i>I effectively delegate work to others.</i>  | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 12. <i>I establish positive relationships with key employees and customers.</i>                        | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 13. <i>I am able to influence upper management.</i>  | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 14. <i>I am patient with people who are slow or who challenge me.</i>                                  | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |
| 15. <i>I recognize the stages of team development and am able to move the team through the stages.</i> | 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ |      |

Effective team leaders must realize that they don't know all the answers, and that they cannot succeed without other members of the team. Work on improving any "Low" ratings and maintain or even reinforce the skills of "High" ratings.

\*Excerpted from *The Manager's Pocket Guide to Leadership Skills*, by Peter Barron Stark and Jane Flaherty (HRD Press)

