

## LEADING & MOTIVATING TOOLS

### *Self-Evaluation: Characteristics of Effective Leadership*

*The questions below relate to characteristics of effective leaders. Use the questions to evaluate whether you possess these characteristics. Use the results to see where you might focus to strengthen your leadership skills.*

<b>Characteristics of Effective Leaders</b>	<b>Yes</b>	<b>No</b>
<b>Caring</b>		
1. Do you empathize with other people's needs, concerns, and goals?		
2. Would staff members confirm that you show such empathy?		
<b>Comfort with ambiguity</b>		
3. Are you willing to take calculated risks?		
4. Are you comfortable with a certain level of disruption and conflict?		
<b>Persistent; tenacious</b>		
5. When pursuing a goal, do you maintain a positive, focused attitude, despite obstacles?		
<b>Excellent communicators</b>		
6. Do you listen closely (rather than have a response ready before the other person finishes)?		
7. Are you comfortable running meetings?		
8. Are you comfortable making presentations and speaking in public?		
9. Do you have the skills needed to negotiate in a variety of settings?		
<b>Politically astute</b>		
10. Could you diagram for yourself your organization's power structure?		
11. Can you articulate the concerns of your organization's most powerful groups?		
12. Can you identify those individuals within your organization that will support you when needed?		
13. Do you know where to turn for the resources you need?		
<b>Able to use humor</b>		
14. Do you know how to use humor to relieve tense or uncomfortable situations?		
<b>Level-headed</b>		
15. In situations that are full of turmoil and confusion, do you stay calm and level-headed?		
<b>Self-aware</b>		
16. Are you aware/can you describe how your own patterns of behavior impact others?		

*If you answered "yes" to most of these questions, you have the characteristics of an effective leader.*

*If you answered "no" to some or many of these questions, you may want to consider how you can further develop these effective leadership characteristics.*