

The Mastering Leadership Assessments

To help you identify how you can grow as a leader, we have created the following three assessments for you:

- ▶ Self-Awareness Assessment
- ▶ Team-Management Assessment
- ▶ Strategically Leading Assessment

Self-Awareness Assessment

To complete this assessment, put a checkmark beside the areas that describe your current behavior. Be honest. The only way you can grow is to be clear about the areas that you need to change or develop. What do you need to do to enhance your personal effectiveness as a leader?

- I am a micromanager.
- My communication style is very direct and can be perceived as rude or aggressive.
- I can be rigid in my thinking.
- I am reluctant to innovate or challenge the status quo.
- I am impatient.
- I can be judgmental.
- I do not deal with conflict and often let it simmer.
- I avoid giving negative or constructive feedback.
- I talk too much, rather than listen.
- I do not recognize other people's ideas or achievements.
- I have a passive aggressive approach to communication.
- I am indecisive or slow at decision-making
- I hold grudges.
- I criticize other teams or departments.
- I focus only on getting results, at the risk of ignoring the needs of the people around me.
- I am pessimistic and/or can have a negative attitude.
- I am overwhelmed yet I do not have a plan that will help me to take control of my time and priorities.
- I do not take time to set goals and create an action plan.
- I have a need to be the centre of attention.
- I am constantly late.
- I cancel or reschedule meetings often.
- I miss deadlines a lot.
- I do not clarify my expectations of others.

Team-Management Assessment

To complete this assessment, put a check mark beside the areas that you are currently implementing well. Which areas don't have a check mark beside them? What do you need to do to be managing your team more effectively?

- I am a good coach.
- I know how to develop the skills and abilities of the people on my team.
- I know how to boost the performance, which includes confidence, of the people on my team.
- I know how to deal with poor performance.
- I coach the people on my team to solve their own problems.
- I am good at delivering regular, positive feedback.
- I quickly and efficiently provide constructive feedback when necessary.
- I adapt my communication style to meet the needs of the people on my team.
- I can effectively develop a high performing team.
- I can effectively develop an engaged team.
- I run productive team meetings.
- I consciously develop an open, respectful and trusting environment.
- I proactively manage and de-escalate conflict amongst team members.

Strategically Leading Assessment

To complete this assessment, put a check mark beside the areas that you are currently implementing and doing well.

Which areas don't have a check mark beside them? What do you need to do to strategically lead your business more effectively?

- I clearly explain any new change that impacts my team or business.
- I communicate the change six or seven times so people really understand it.
- I develop a strategy to implement the change.
- I am patient and actively listen when people express their concerns about the change.
- I openly and transparently address all concerns related to the change and its impact.
- I understand the key barriers to change and work to remove them efficiently.
- I know how to get buy-in from my team during change.
- I develop a communication plan to successfully implement the change.
- I set clear goals and expectations for the people on my team.
- I set clear deadlines for my own tasks and with my team.
- I provide clear instructions and a detailed process when delegating.
- I work on high priority tasks rather than filling my day with low priority items.
- I am constantly raising the bar and setting new goals when my past goals have been achieved.
- I assertively manage interruptions.
- I hold my team accountable to achieve their goals and objectives.
- I delegate tasks in order to help my team to grow and develop.
- I understand the operational side of the business.
- I consider the long-term impact of business decisions made today.
- I put aside time in my calendar to focus on strategic planning.
- I run annual or semi-annual strategic planning meetings with my team.
- I facilitate "creating thinking" sessions to ensure my strategy is unique and challenges the status quo.
- I share the decision-making and planning process with my team.
- I develop and implement a strategic plan that provides my team with a clear direction for the future.
- I apply a broad, long-term approach to problem-solving and decision-making.

My Action Plan

Congratulations on completing all three assessments. Now you can make a plan to develop your leadership practice. Review the three assessments and answer the questions below:

Self-Awareness Assessment

What am I currently doing really well?

Considering the items on the checklist, what do I want to do differently or how do I want to behave differently in order to improve as a leader?

What one thing will I commit to doing differently tomorrow to enhance my effectiveness as a leader?

Team-Management Assessment

What are my strengths in team management skills?

What areas do I need to develop to improve my team management skills?

What one thing will I commit to doing differently tomorrow to enhance my team management skills?

Strategically Leading Assessment

What am I doing well to strategically lead my team or business?

What statements don't have a check mark beside them?

What do I need to do to lead my team strategically or business more effectively?

What one thing will I commit to doing differently tomorrow to strategically lead my team or business more effectively?



Interested in moving your action plan forward?

Here are some suggestions for you:

1. For only \$20, you can purchase a copy of *Mastering Leadership: What it Takes to Lead in Today's Fast Paced World*. In the book, you will find strategies and techniques to address each area listed in the assessments.
2. Work with one of Mosaic People Development's executive coaches. They are here to help you to accelerate your learning and make significant progress on your action plan quickly.

Contact us at:

416-275-2253 or Vanessa@mosaicpd.com to discuss your best way moving forward. We are here to support you to become a really effective, conscious and engaged leader.