

[coaching eXecution]

Skills for Masterful Leaders Checklist

Building strong teams requires working from your own solid foundation. It takes commitment to build the characteristics and skills required to meet the challenges of leadership, and requires continual reflection, growth and learning.

Effective leaders are proficient in the following three roles: Personal Mastery, Business Professional and Developer of People and Teams. Which of the skills below are most critical in your leadership role? Which of these skills and characteristics come naturally to you? Are you leveraging these talents?

Please rate yourself using the scale below on each of the characteristics and traits listed. Be honest with yourself. This will help you to identify areas that you can continue to develop to strengthen your leadership abilities.

- 5 = Excellent
- 4 = Above average
- 3 = Average
- 2 = Below average
- 1 = Poor/low NA

Personal Mastery

___ **Self aware** of personal aptitudes, values, motivators, challenges and needs. Appreciates and applies own strengths and passions to Manifest personal vision and mission.

___ **Self Manages** by demonstrating self-discipline, monitoring progress towards self-mastery and goals, and handling self well regardless of circumstances.

___ **Demonstrates integrity** by behaving consistently with beliefs and values. Assumes a high degree of personal responsibility and follows through on agreements and commitments.

___ **Communicates effectively.** Uses language that is respectful and free of bias, jargon, or judgment. Creates a culture in which timely quality information follows smoothly. Listens fully to what others have to say and encourages their truthful self-expression.

___ Is committed to **High personal and Professional standards** and challenges others to raise their standards, and is a strong positive example for others.

___ Takes time to focus on **Personal and Professional development.** Seeks truthful feedback to continually grow and develop as a leader. Tends to be curious and is driven to find ways to achieve full potential.

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Business Professional

___ Inspires a **Compelling vision** and ensures that team members work towards the organizations mission and goals.

___ **Manager of Results.** Collaboratively sets and achieves short- and long-term goals.

___ **Gains sponsorship.** Involves project sponsors and other key organizational leaders early and often in the creation of the team charter. Sets expectations for sponsor participation.

___ **Strategist.** Demonstrates business acumen in core business areas including profitability, customer services, and organizational planning. Balances qualitative and quantitative measures of success.

___ **Transformational leader.** Anticipates changes in customer and employee needs and changing market conditions. Responds by transforming business practices and organizational culture.

___ **Provides meaningful rewards and acknowledgement** for individual and team performance. Aligns rewards appropriately with what is meaningful to the individual.

Developer of People and Teams

___ **Engenders Trust.** Exhibits openness, sincerity, reliability and competence.

___ **Fosters a safe, supportive environment.** Demonstrates respect for team members communication, work and learning styles that create opportunities for risk-taking and contributing in valuable ways.

___ **Empowers.** Communicates what is expected for extraordinary performance, gives authority, and gets out of the way.

___ **Builds High Impact Teams (HIT).** Institutes effective team practices, provides opportunities for team members to contribute to their fullest potential, and clears away interference to success.

___ **Provides support, resources and encouragement** for individuals and teams adopting new behaviors and actions, including those that involve risk-taking or those that elicit anxiety.

___ **Values on-going learning.** Helps individuals and teams to see what's ahead and to identify the learning, experiences, and actions they need in order to get to the next level.