

Professional Skills Assessment

For each of the Leadership Factors below, rate yourself or your employee on a scale of 1-10 where 1= a low level of competence in/demonstration of the skill and 10= an exceptional level of competence in/demonstration of the skill. In the next column, indicate the level of importance of the skill to the individual's success on a scale of 0-3. Zero indicates that the skill is not relevant to the current or next potential role. 3= critical to success in the current and next potential role.

KEY: COMP=Competence IMP=Importance

Leadership			Performance Management			Personal Management		
	COMP	IMP		COMP	IMP		COMP	IMP
Vision Strategic Thinking Building coalitions Decision Making Influence Problem solving Emotional intelligence Professional presence			Goal Setting Delegation Giving Feedback Coaching Accountability			Time Management Stress Management Balance Sense of purpose Confidence Career Direction		
Relationships				Communication				
			COMP	IMP			COMP	IMP
External networks Builds and maintains effective business relationships with people outside the organization Internal networks Builds and maintains effective relationships with people inside the organization Image/reputation Is seen by others as professional, credible, trustworthy					Communication Clearly and concisely conveys messages and is understood Listening Shows interest and concern for the ideas of others Presentation Skills Designs and delivers effective presentations Conflict Management Handles differences of opinion effectively			
Meeting Management				Other				
			COMP	IMP			COMP	IMP
Planning Running Participating Follow up/follow through								

Setting Targets

For each area where you rated yourself/your employee lower than you would like, please write a goal or goals for specific improvement in the area. There may be more than one goal in one or more areas.

Leadership skills	Performance Management skills
Personal Management skills	Relationships
Communication	Meeting Management
Other	