

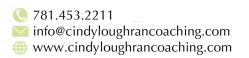
Professional Skills Assessment

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			Goal Setting						Time Management		
Strategic Thinking			Delegation						Stress Management		
Building coalitions			Giving Feedback						Balance		
Decision Making			Coaching						Sense of purpose		
Influence			Accountability						Confidence		
Problem solving									Career Direction		
Emotional											
intelligence											
Professional											
presence											
Relationships	ļ					Com	munic	ation			
Relationsings				COMP	IMP	Com	manne	ation		СОМР	IMP
External networks						Communication Clearly and concisely conveys					
Builds and maintains effective											
business relationships with people			le			mes					
outside the organization						Listening					
Internal networks					Shows interest and concern for the						
Builds and maintains effective					ideas of others						
relationships with people inside the			the			Presentation Skills					
organization					Designs and delivers effective						
Image/reputation					presentations						
Is seen by others as professional,					Conflict Management						
credible, trustworthy						Handles differences of opinion effectively					
						ene	cuvery	/			
Meeting Management						Othe	r _				
				COMP	IMP					COMP	IMP
Planning											
Running											
Participating											
Follow up/follow thro	ugh										





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
rersonal Management skins	Kelationships
Communication	Meeting Management
Others	
Other	