

Leadership Competency Questionnaire: Manager and Team members

Evaluated Leader's Name:

Successful leaders continually review and evaluate their abilities to identify their strengths and seek opportunities for development and progress.

To gain specific and valuable information the questionnaire is extensive and will provide the person with great insights to their own professional development. The questionnaire has 4 components:

1. Self-awareness
2. Self-management
3. Social awareness
4. Relationship Management

To assist this person in being successful and developing their abilities please complete the following questionnaire:

Provide them with a rating out of 5 for each competency, based of what you observe in the workplace.

Rating

5 = Highly proficient; demonstrates this behaviour naturally

3 = Competent: sometimes demonstrates this behaviour, requires effort.

1 = Minimal ability: rarely if at all uses this behaviour.

A. Self-Awareness:

	Rating
Attuned to their inner signals, recognising how their feelings affect them and their performance	
See the big picture.	
Able to speak about their emotions	
Know their limitations and strengths.	
Display a sense of humour about themselves	
Welcome feedback	
Know when to ask for help	
Play to their strengths	
Welcome difficult and challenging assignments.	

B. Self Management

	Rating
Manage and channel negative emotions and impulses	
Stay calm and clear headed under stress	
Authentically communicate to others about their feelings, beliefs and actions.	
Admit mistakes or faults	
Confront unethical behaviour	
Flexible in adapting to new challenges	
Open in thinking when presented with new data and information	
High personal standards that drive them to seek performance improvement	
Set SMARTIES goals	
Sees and seizes opportunities	
Views others positively	

C. Social Awareness

	Rating
Attuned to emotional signals of others	
Listen attentively	
Grasp other person's perspective	
Understands and sensitive to diverse culture difference	
Detect crucial social networks	
Focus on the importance of client relationship	
Monitor client/customer satisfaction	

D. Relationship Management

	Rating
Articulate a shared vision that inspires others to follow	
Know how to gain buy-in from key people	
Network of support	
Persuasive and engaging	
Cultivate others' abilities	
Genuinely interested in helping others understand their weakness and strengths	
Give timely and constructive feedback	
Recognise the need for change	
Advocate for change in the face of adversity	
Find practical ways to overcome barriers to change	
See all points of view	
Models of respect, helpfulness and cooperation	
Draw others into enthusiastic engagement	

Thank You! Your effort is appreciated!