

Leadership self assessment checklist



This leadership self-assessment checklist is designed to help you evaluate your leadership skills and identify areas for improvement in your journey to becoming the best leader you can be. Use this checklist to reflect on your current competencies, set goals for development, and nurture your leadership abilities.

Instructions

- For each competency listed below, rate yourself on a scale from 1 to 5, where:
1 = needs significant improvement **2** = needs improvement **3** = competent **4** = proficient **5** = outstanding
- After rating yourself, write specific actions you can take to improve in each competency. Set realistic goals and a timeline for achieving them.
- Reflect on your strengths and what you're proud of as a leader. Also, consider areas where you'd like to grow and develop.

Leadership competencies

1. Communication	1	2	3	4	5
Active listening					
Effective verbal communication					
Clear written communication					
Delegating tasks effectively to staff					
Relationship building with stakeholders					

Best practice examples

- Improve active listening skills by practising empathy and asking clarifying questions.
- Delegate tasks to effectively distribute workload and empower staff.
- Work on clear and concise written communication.

2. Decision-Making	1	2	3	4	5
Analytical thinking					
Problem-solving					
Risk assessment					
Adaptability					
Decisiveness					

Best practice examples

- Develop analytical thinking by seeking diverse viewpoints.
- Practice structured problem-solving techniques.
- Enhance risk assessment skills by considering potential outcomes.
- Cultivate adaptability by embracing change.

3. Team Building

	1	2	3	4	5
Developing skills					
Conflict resolution					
Motivation					
Delegation					
Building trust					

Best practice examples

- Empower team members by delegating responsibilities and trusting their abilities.
- Develop skills through training or coaching.
- Motivate your team by setting clear goals and recognising achievements.
- Delegate effectively to balance workloads and foster growth.
- Build trust by being consistent and transparent in your actions.

4. Innovation

	1	2	3	4	5
Data management					
Openness to new ideas					
Adaptation to change					
Technology adoption					
Continuous learning					

Best practice examples

- Cultivate creativity through brainstorming and exploration of new ideas.
- Embrace change as an opportunity for growth and improvement.
- Explore and adopt relevant technologies to enhance your leadership role.
- Commit to continuous learning by attending workshops, webinars, or courses.

Overall self-assessment

After completing the self-assessment for each competency, calculate your overall self-assessment score:

Total score (out of 100):



Reflection

In this section, reflect on your strengths and what you're proud of as a leader. Additionally, consider areas where you'd like to grow and develop. This reflection will guide your leadership development journey.

Action points

Timeline

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Congratulations on taking the first step in evaluating your leadership skills. Remember that leadership is a continuous journey of growth and development. Use the insights gained from this self-assessment to set clear goals, seek out learning opportunities, and become the best leader you can be in the care sector.