

Leadership Competencies

Please ✓ the column indicating your skill level in each competency. If you do not use the skill ✓ the N/A column.

Competency	Extremely skilled	Highly developed	Adequate	Low/No skill	N/A
Analysing training needs					
Analytical ability					
Being assertive					
Coaching/On job training					
Cultural awareness					
Decision making					
Delegating					
Disciplining					
Facilitating groups (informal)					
Facilitating meetings (formal)					
Giving feedback					
Receiving feedback					
Goal setting					
Innovation					
Interviewing					
Listening actively					
Making presentations					
Managing change					
Managing conflict					
Managing diversity					
Managing health & safety					
Managing Stress					
Mediation					
Motivating staff					
Negotiation					
Organising/planning workflow					
Performance review					
Personal organisation					
Problem solving					
Project management					
Quality improvement & management					
Questioning					
Recognising different staff styles					
Recruitment & induction					
Report writing					
Team building					
Vision setting					

Priority Training Needs

Identify your own top 5 training needs.

1.

2.

3.

4.

5.

Comments on these training needs:

Discuss and verify your self assessment from these pages with your manager or a colleague if you wish.

Name: _____

Date: _____

Organisation: _____

Signed: _____

Verifier: _____
(Colleague/Manager)

PO Box 101-888
NSMC, Auckland
Ph 09 4485575
info@nexuspartners.co.nz