

Leadership Skills Self-evaluation

Leadership Skills Self-evaluation Questionnaire

Leadership skills that are used by effective educational leaders are represented in this list of 20 statements. Your responses to these statements will give you an opportunity to consider your strengths and identify areas that you might wish to improve, as well as skills that you might wish to acquire.

Please indicate your response to each statement, using the scale provided below.

1. Very rarely 2. Rarely 3. Sometimes 4. Quite often 5. Almost always

1. ___ When talking with colleagues, I use effective strategies to ensure that I am listening for understanding.
2. ___ When preparing for a meeting, I use a systematic planning process to try to ensure that it will be productive.
3. ___ When chairing a meeting, I use a variety of strategies to help people stay focused on the agenda.
4. ___ When necessary, in meetings I use flip charts to effectively facilitate the discussion.
5. ___ When difficulties arise in a meeting, I use appropriate group processes to try to resolve them.
6. ___ As a team member, I encourage, support and build on the contributions of other team members.
7. ___ As a team leader, I try to help the team to establish clear and sensible goals.
8. ___ As a team leader, I try to help the team measure the progress it is making towards achieving its shared goals.

Leadership Skills Self-evaluation

9. ___ In group situations, when necessary I try to facilitate the use of collaborative problem solving strategies.
10. ___ When a group has to make an important decision, if necessary I can share information on the pros and cons of different decision making methods.
11. ___ When a group of colleagues needs to reach a decision by consensus, I can facilitate the process.
12. ___ In collegial group settings, I can facilitate group discussions in an effective and efficient manner.
13. ___ I use information technology tools to complete administrative tasks on a regular basis.
14. ___ When necessary, I can delegate tasks in an appropriate and empowering manner.
15. ___ I use a variety of time management strategies to try to effectively control the use of my time.
16. ___ When considering whether to become involved in a new project, I use an appropriate process to consider the relevance and feasibility of the project.
17. ___ When I am involved in a project with colleagues, I can facilitate the development and implementation of an appropriate process to monitor progress.
18. ___ When trying to learn a new leadership skill, I use an appropriate skill acquisition process to practice it.
19. ___ When reflecting on my leadership performance, I use a relatively systematic procedure to do so.
20. ___ When addressing groups, I effectively use PowerPoint to support my presentation.