**Skills and Qualities Audit – Leadership/Management**

Take a look at the key skills and qualities which make an effective leader/manager below. Rate yourself from 1 to 3 and jot down at least one example for each. This evidence might be suitable to help build your CV with ‘achievements’. If you are unsure of a rating, ask one of your trusted ‘supporters’ (colleague, mentor, line manager) for feedback.

1 = no evidence; 2 = some evidence; 3 = proficient

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| **Skill** | **Your Rating** | **Your evidence** |
| Visionary – able to plan the future with inspiration(key for leadership) |  |  |
| Share vision and motivate team |  |  |
| Adapt leadership style to different situations |  |  |
| Communicate: listen, write and present |  |  |
| Organise and manage self eg time, wellbeing |  |  |
| Promote inclusivity and diversity |  |  |
| Set goals for self and team |  |  |
| Delegate and empower |  |  |
| Promote creativity and innovation |  |  |
| Lead a meeting with clear outcomes |  |  |
| Manage people and give actionable feedback |  |  |
| Coach and mentor team |  |  |
| Manage a difficult conversation |  |  |
| Think analytically and problem-solve |  |  |
| Make decisions  |  |  |
| Negotiate and influence |  |  |
| Customer focus (internal/external) |  |  |
| Business skills including budget management |  |  |
| Manage change |  |  |
| Monitor the use of technology |  |  |

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| **Quality** | **Your Rating** | **Your evidence** |
| Trustworthy  |  |  |
| Authentic |  |  |
| Loyal |  |  |
| Respectful  |  |  |
| Emotional Intelligence: Self-awareness and self-control |  |  |
| Reflective with a commitment to continuous professional development |  |  |

Thinking about the ways in which who have been led and managed, is there anything missing that you would like to add?

Identify three areas for your initial development focus and set yourself some SMART (Specific, Measurable, Achievable, Realistic and Timely goals). Then devise the small steps you are going to take towards each goal. Share these with a trusted colleague or mentor and consider different options to gain workplace experience (eg leading a new project, day release/secondment to another area of the company, visit to a different business in the sector) and discuss this further with your line manager. Also, consider how to develop your knowledge further through courses, podcasts, reading, TED talks. See the various resource ideas on my website.

**Areas for development:**

1

2

3