

Personal Leadership Effectiveness:



Leadership Traits Assessment Tool

A tool to help you assess and reflect upon your leadership traits

There are many self-assessment tools available which can help you to reflect upon your leadership traits, ranging from the basic to the more complex and scientific. If you have an opportunity to complete one of the internationally recognised leadership self-assessment inventories at some point, then that of course would be beneficial and is to be recommended. However, such tools are expensive to use and it is not always necessary to opt for the complex option when seeking to identify your strengths and weaknesses in terms of the personal traits that underpin leadership. In fact, as an experienced manager, deep down you are likely to already know what they are, or at least with regard to some of them. The real challenge is not necessarily identifying them, but in taking steps to improve.

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As part of your reflections on 'who you are' as a leader, the simple questionnaire that follows has been developed to support that effort. It is easy to complete and will give you an indicative overall score, but the real benefit of this tool is to work through each of the 20 questions and really reflect upon what you do well in each one and where you might improve. Through objective and honest evaluation, you can learn a lot about yourself. Better still, why not consult people you know and trust in a work context about their views on some or all of the questions?



Leadership Profile - Self Assessment

Statements	Please tick the box under the score which you feel best describes you				
	Exactly Like me	Very like me	Somewhat like me	A little like me	Not like me at all
	5	4	3	2	1
1. I genuinely believe that my employees are stakeholders in the business					
2. I understand our company vision and mission and regularly communicate this to my employees					
3. I am strongly committed to the business and to my employees					
4. I am highly self-motivated and can raise my performance, even when I don't necessarily feel like doing so					
5. I am passionate about achieving success in this business					
6. I have high levels of energy and enthusiasm					
7. I am genuinely concerned about the welfare of my employees					
8. I take proactive measures to create a positive working environment for my employees					
9. I make a conscious effort to be open and honest with my employees					
10. I work hard at seeing things from other peoples' perspectives					
11. I always try to be objective when dealing with my employees					
12. I have excellent levels of self-control and can prevent individuals, or situations from making me act in a way which I later regret					
13. I am competent at what I do and I have a strong understanding of both our industry in general and our business in particular					
14. I am good at analysing problems and finding creative ways of improving how we do things					
15. I am consistent in my behaviour and approach and I do not change what I think, or want from one day to the next					
16. I am approachable and willing to listen to my employees' concerns					
17. I don't let things at work get me down and I always try to see the bright side of things					
18. I can build trust between myself and other people					

19. I notice when one of my employees is having problems and I make a point of helping them					
20. I work hard to meet my commitments to my employees and colleagues					
Column Total					
Overall Total					

Scoring:

76 -100 : You seem to have the right qualities to support you as a leader

51 – 75 : There is a good foundation there

26 – 50: You have a lot of work to do to develop your leadership qualities

0 – 25: Did you score it correctly?

On a separate sheet of paper, summarise your strengths and areas for improvement with regard to the leadership profile. Look particularly at your lower scoring answers and this will give you some indication as to the personal qualities and behaviours which you need to particularly focus on to improve.





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Fáilte Ireland
88-95 Amiens Street
Dublin 1

www.failteireland.ie

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