

## DETERMINING YOUR SKILL GAPS IN LEADERSHIP

**RATE YOURSELF:** Please rate yourself from 1 to 4 in each of the following areas.

*1 = not descriptive of me at all*

*2 = descriptive of me once in a while*

*3 = often descriptive of me*

*4 = always descriptive of me*

- \_\_\_ 1. I have clear goals for my team that are measurable and understood.
- \_\_\_ 2. I set an example for my team based on what I expect from them (on time, meet deadlines, follow through on commitments, etc.).
- \_\_\_ 3. I handle change and new situations calmly.
- \_\_\_ 4. When a team member is upset with me, I try to correct it by listening to his or her ideas.
- \_\_\_ 5. I am available for questions, offer ideas and support my team on a regular and ongoing basis.
- \_\_\_ 6. I use a tracking system to monitor results and deadlines.
- \_\_\_ 7. I know how to arrange a budget, work within the budget and handle overruns.
- \_\_\_ 8. I can address issues with people, without hesitation, embarrassment or aggression.
- \_\_\_ 9. The people I direct are extremely motivated and continually contribute.
- \_\_\_ 10. I handle conflict with ease, and aggressive behavior does not intimidate me.

## ASSESSING YOURSELF AS A LEADER

- \_\_\_11. When I get overwhelmed, I build an action plan.
- \_\_\_12. I recognize the contribution each team member can or cannot make and have the ability to direct them accordingly.

**A score of 4** indicates mastery in this area.

**A score of 3** means you are most likely meeting the expectations of your team in that area.

**A score of 2** indicates a need for improvement in that area. Obtain further training if you don't feel this book gives you enough strategies to improve in this area.

**A score of 1** indicates a skill gap.

A lower end score in any of these areas indicates that further learning may be required in that particular area. Please review each of the chapters to determine if a technique discussed in the book will assist you. Also, further training may be required in any of these areas you feel you struggle with. See appendices for a list of public seminar companies, both national and international.

**Visit [www.thevelvethammer.com](http://www.thevelvethammer.com)  
to download the evaluation.**