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# Assess Your Leadership Skills

BY ED REILLY ([HTTP://PLAYBOOK.AMANET.ORG/AUTHOR/EREILLY/](http://PLAYBOOK.AMANET.ORG/AUTHOR/EREILLY/))



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**–Adapted from AMA Business Boot Camp (<http://www.amacombooks.org/author.cfm?AuthorID=1003587>)—a compendium of some of the American Management Association's ([amanet.org](http://amanet.org)) best advice.**

Last week (<http://playbook.amanet.org/8-manager-roles-you-should-master/>), we outlined how one of your eight roles as a manager is “leader.” Now, let’s identify which skills you need to develop through the assessment below and by asking your direct reports how you measure up. Ultimately, you will cultivate leadership traits

(<http://www.amanet.org/training/podcasts/7923.aspx>) you're lacking as well as add strategic value to your organization as well as strengthen your rapport with your team.

Whether you're a "born leader" or need to develop leadership skills methodically, do a self-assessment to gain insights about your ability to perform. Examine your skills, traits, competencies, abilities, and experience. Rigorous self-assessment is a starting point for success.

What does senior management expect of you (<http://www.amanet.org/training/webcasts/Feeding-Your-Leadership-Pipeline.aspx>) in your role as leader? Give yourself an "S" for strength or "D" for a trait that needs development. At the end of this exercise, add one or two traits that may be unique to your organization.

\_\_\_ Work diligently and selflessly to achieve organizational goals.

\_\_\_ Seek out the tough jobs and take full responsibility for the outcome.

\_\_\_ Tackle problems head on and find ways to overcome obstacles.

\_\_\_ Handle difficult employees well and transform them into productive team members.

\_\_\_ Align the efforts of individuals and teams with the organization's vision, values, and goals.

\_\_\_ Handle crises and changes smoothly.

\_\_\_ Plan carefully and intelligently in ways that show foresight and initiative.

\_\_\_ Make clear, timely decisions that address critical problems directly.

\_\_\_ Create a climate of open communication and trust at all levels.

\_\_\_ Enhance the productivity and loyalty of all members of the group.

\_\_\_ Stimulate employees to show responsibility and accountability.

\_\_\_ Show high levels of personal energy, initiative, and integrity.

You can improve your score by understanding what do your direct reports expect of you (<http://www.amanet.org/training/seminars/Collaborative-Leadership-Skills-for-Managers.aspx>). That's just as important as knowing what senior management expects. List traits that you believe they would want in their

## Take the Next Step

- ▶ **Webcast: Develop authentic leadership** ([http://www.amanet.org/training/webcasts/Developing-Your-Leadership-through-True-North-Groups.aspx?pcode=XC7A&utm\\_source=playbook.amanet&utm\\_medium=link&utm\\_campaign=playbook](http://www.amanet.org/training/webcasts/Developing-Your-Leadership-through-True-North-Groups.aspx?pcode=XC7A&utm_source=playbook.amanet&utm_medium=link&utm_campaign=playbook))
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- ▶ **Podcast: Create a sustainable organization with leadership management** (<http://www.amanet.org>)

leader. Better yet: Ask them. Consider the differences and similarities between what senior management expects and what your direct reports expect. Direct reports are likely to expect you to:

- Create a healthy work environment.
- Manage the performance and relationships in the work unit.
- Leave them alone to do their job, but be available and supportive.
- Provide answers to questions.
- Make decisions fairly.
- Help solve their problems.
- Protect them from outside distracters and problems.
- Fight for their needs and interests.
- Provide them with the information, time, and resources needed to do their jobs.

When you perform as leader, you help move your organization forward by thinking strategically about the directions it needs to take. You form relationships beyond the organization and maintain the reputation of the organization (<http://www.amanet.org/training/podcasts/6697.aspx>). And you persuade and inspire your team.

(<http://www.linkwithin.com/>)



### About The Author

Edward T. Reilly is President and CEO of the American Management Association (AMA). AMA is the world's leading not-for-profit, membership-based management development, research and publishing organization. Each year, AMA directly interacts with over 100,000 managers and executives in the United States and around the world, through its renowned management education seminar programs and conferences. It publishes many newsletters, research papers and a quarterly management journal. Through its publishing arm, AMACOM, it publishes over 80 books per year.

### You might also like:

- Has the Role of Leadership Changed? (<http://playbook.amanet.org/has-the-role-of-leadership-changed/>)
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## Looking for Trust in All the Wrong Spaces

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