

# Exercise: Assessing Team Members for Optimal Leadership Style

**Objective:** Evaluate your team members' readiness levels and choose the appropriate leadership style for each individual.

## Instructions:

1. **List Your Team Members:** Write down the names of each of your team members.
2. **Identify Tasks and Assignments:** For each team member, identify the main tasks, assignments, or types of work they are responsible for.
3. **Evaluate Skills:** Assess the skill level of each team member for their respective tasks. Use a scale from 1 to 5, where 1 indicates very low skill and 5 indicates very high skill.
4. **Evaluate Willingness:** Assess the willingness (motivation, confidence, and commitment) of each team member to perform their tasks. Use a scale from 1 to 5, where 1 indicates very low willingness and 5 indicates very high willingness.
5. **Determine Leadership Style:** Based on the skill and willingness assessments, determine the most appropriate leadership style for each team member using the **Situational Leadership Model**:
  - **Telling (Directing):** High Guidance, Low Support (for low skill and low willingness)
  - **Selling (Coaching):** High Guidance, High Support (for low skill and high willingness)
  - **Participating (Supporting):** Low Guidance, High Support (for high skill and low willingness)
  - **Delegating:** Low Guidance, Low Support (for high skill and high willingness)
6. **Document Your Findings:** Use the template below to document your findings for each team member. Consider any adjustments you might need to make to better support your team's development and performance.

Template:

Team Member	Task/Assignment	Skill Level (1-5)	Willingness Level (1-5)	Recommended Leadership Style
[Name]	[Task]	[1-5]	[1-5]	[Telling / Selling / Participating / Delegating]
[Name]	[Task]	[1-5]	[1-5]	[Telling / Selling / Participating / Delegating]
[Name]	[Task]	[1-5]	[1-5]	[Telling / Selling / Participating / Delegating]
[Name]	[Task]	[1-5]	[1-5]	[Telling / Selling / Participating / Delegating]