Power Up Your Power Skills

This template consists of a series of statements and a range of selections to indicate how well you demonstrate power skills through your habits and practices. There isn't a score that you are trying to reach—as a project professional you should be striving to constantly improve, so no matter how strong you are in any one category, think about how you can become even better.

Self-assessment can be tricky. To be a valuable exercise, it requires a self-critical, honest approach. No need to rush; take your time as you think about the statements. This assessment is designed to help you improve and grow—be it as a project leader, a teammate, or changemaker. If you are comfortable seeking additional perspective, ask a colleague or a few team members to use the template to share their assessment of your power skills.

You can also consider modifying this template to conduct a collective assessment of your team's strengths and weaknesses in these four areas. This can help inform how you lead your team and work together to deliver a successful project.

Get started now.

Collaborative Leadership

Statement	Always	Often	Sometimes	Seldom	Never
I ensure project information is shared in a timely manner	O	O	O	O	O
I prioritize developing strong team relationships	O	O	O	O	O
I provide insight into the thinking behind key decisions	O	O	O	O	O
I view myself and am accepted as a key team member	O	O	O	O	O
I engage team members and stakeholders in decision making	O	O	O	O	O
I seek differing opinions from team members and stakeholders	O	O	O	O	O
I work and seek input across all areas of the organization	O	O	O	O	O
I engage the team in problem solving	O	O	O	O	O
I am respectful of the team's need to focus on their own tasks	O	O	O	O	O
I trust my team and stakeholders	O	O	O	O	O
My team is empowered to operate independently	O	O	O	O	O
My team is encouraged to take reasonable risks	O	O	O	O	O
My team knows that I support them	O	O	O	O	O
My team and stakeholders are engaged	O	O	O	O	O
My team and stakeholders trust me	O	O	O	O	O
My team refers to "we" rather than "you" or "me"	O	O	O	O	O
The entire team feels accountable for solving problems	O	O	O	O	O
The entire team is accountable for overall project success	O	O	O	O	O
The entire team (including me) operates transparently	O	O	O	O	O
We don't avoid conflict, and we deal with it constructively	O	O	O	O	O

Communication

Statement	Always	Often	Sometimes	Seldom	Never
I spend time thinking about what I need to communicate	O	O	O	O	O
I spend time thinking about how I need to communicate	O	O	O	O	O
I tailor my communication style to each audience's needs	O	O	O	O	O
I tailor my communication method to each audience's needs	O	O	O	O	O
I ask questions to test for understanding	O	O	O	O	O
I provide realistic examples wherever possible	O	O	O	O	O
I keep communications as concise as possible	O	O	O	O	O
I observe body language and adjust accordingly	O	O	O	O	O
I spend as much time listening as talking	O	O	O	O	O
I ensure that I actively listen and pay attention	O	O	O	O	O
I am mindful about the words I use when I speak to others	O	O	O	O	O
I ensure that I communicate accurate information	O	O	O	O	O
I provide a timeline to follow up and gain further details	O	O	O	O	O
I meet those timelines or provide an update	O	O	O	O	O
I reply to emails in a timely manner	O	O	O	O	O
I correct communications mistakes as soon as possible	O	O	O	O	O
I am comfortable speaking publicly	O	O	O	O	O
I am comfortable communicating in written format	O	O	O	O	O
I address communication problems quickly	O	O	O	O	O
If I am not sure about something, then I make that clear	O	O	O	O	O
My team understands how to communicate effectively	O	O	O	O	O
My team communicates completely in a timely manner	O	O	O	O	O
My team is committed to open and honest communication	O	O	O	O	O
Team communications are courteous and professional	O	O	O	O	O

Problem Solving

Statement	Always	Often	Sometimes	Seldom	Never
I create a trusting team environment, so I know about problems	O	O	O	O	O
I am willing to make tough decisions when needed	O	O	O	O	O
I explain my decisions to the team and stakeholders	O	O	O	O	O
I consider project and team needs when making decisions	O	O	O	O	O
I prioritize risk identification, analysis and management	O	O	O	O	O
I understand the problems that each risk may cause	O	O	O	O	O
I work with my team to proactively prevent problems	O	O	O	O	O
I follow up to ensure problem resolution has occurred	O	O	O	O	O
My team advises me of issues immediately	O	O	O	O	O
My team and I work to understand problems and causes	O	O	O	O	O
My team analyzes problems effectively and efficiently	O	O	O	O	O
As a team we seek to develop creative solutions	O	O	O	O	O
As a team we seek to develop practical solutions	O	O	O	O	O
As a team we develop alternative approaches	O	O	O	O	O
As a team we understand the pros and cons of all alternatives	O	O	O	O	O
When decisions are taken, I ensure action steps are taken	O	O	O	O	O

Strategic Thinking

Statement	Always	Often	Sometimes	Seldom	Never
I consider the business implications of every decision	○	○	○	○	○
I understand why my projects are being done	○	○	○	○	○
I understand the success criteria of my projects	○	○	○	○	○
I prioritize the ability to deliver business benefits	○	○	○	○	○
I collaborate with sponsors, customers and other stakeholders	○	○	○	○	○
I ensure my team understands the project's business purpose	○	○	○	○	○
I push my team to develop solutions that optimize benefits	○	○	○	○	○
I review progress against the ultimate business goals	○	○	○	○	○
I adapt the triple constraint if it helps deliver project outcomes	○	○	○	○	○
I identify patterns and alternative approaches	○	○	○	○	○
I ensure my actions align to the wider organizational strategy	○	○	○	○	○
I ensure team actions align to the wider organizational strategy	○	○	○	○	○
I am comfortable with complexity	○	○	○	○	○
I consider the return that can be achieved by any change	○	○	○	○	○
My team considers the customer and business needs	○	○	○	○	○
We discuss benefits alignment as a team	○	○	○	○	○

Next Steps

Completing this assessment is only the start. Now consider what the results tell you, and how you can improve your power skills.

Ask yourself:

- Where are the behavioral inconsistencies in the practice of these four power skills?

- How can I overcome those challenges or barriers?

- Who do I need to support me in those efforts?

- What is a realistic timeline to see an improvement?

Put together an action plan with milestones and target dates to address the statements that need work. Start with a few items, then look to add more as you make progress. You can also share your own assessment with trusted colleagues who can support your efforts. And work with your manager or PMO to secure development and training opportunities that will assist your growth.

Working on your power skills is an ongoing project. Stick with it!

Visit the PMI Power Skills Resource Hub to learn more.