

Self-Assessment & Reflection Form - Mohammad Saif Uddin

Leadership Strengths

- Communication: I clearly explain ideas, expectations, and feedback to my team.
- Accountability: I take responsibility for tasks and follow through with commitments.
- Empathy: I understand team needs and create a supportive work environment.

Areas for Improvement

- Delegation: I tend to take on too much myself and need to trust others more.
- Conflict Resolution: I need to build skills to handle tension or disagreements professionally.
- Strategic Thinking: I want to improve long-term visioning and decision-making.

Progress Toward Goals

- Completed my first leadership experience with a successful team milestone.
- Attended an Agile leadership webinar and documented learnings.
- Created and followed a personal 90-day leadership action plan.

Action Items for the Next Quarter

1. Complete a conflict resolution course online.
2. Assign 20% more responsibility to junior team members.
3. Continue bi-weekly mentorship meetings with a senior engineer.
4. Start PMP certification preparation.