Lab: Leadership Level

Estimated duration: 15 minutes

Objective

- Assess your leadership level
- Document improvement areas and action plan

Prerequisites

You must have Microsoft Office or Microsoft 365 apps installed on your computer or have access to the free web version of Microsoft 365.
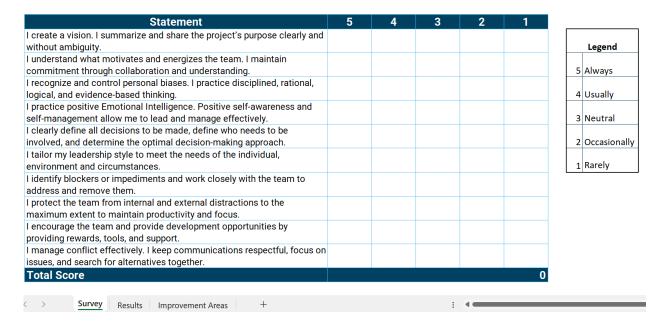
Exercise: Leadership Level Survey

Complete the survey.

Step 1: Keeping the CTRL key pressed, click **here** to download the **Leadership Level Survey**.

Note: Use the COMMAND key instead of CTRL on Mac systems.

Step 2: Open the document. There are three worksheets: Survey, Results, and Improvement Areas.

Statement	5	4	3	2	1
I create a vision. I summarize and share the project's purpose clearly and without ambiguity.					
I understand what motivates and energizes the team. I maintain commitment through collaboration and understanding.					
I recognize and control personal biases. I practice disciplined, rational, logical, and evidence-based thinking.					
I practice positive Emotional Intelligence. Positive self-awareness and self-management allow me to lead and manage effectively.					
I clearly define all decisions to be made, define who needs to be involved, and determine the optimal decision-making approach.					
I tailor my leadership style to meet the needs of the individual, environment and circumstances.					
I identify blockers or impediments and work closely with the team to address and remove them.					
I protect the team from internal and external distractions to the maximum extent to maintain productivity and focus.					
I encourage the team and provide development opportunities by providing rewards, tools, and support.					
I manage conflict effectively. I keep communications respectful, focus on issues, and search for alternatives together.					
Total Score					**0**

Legend	
5	Always
4	Usually
3	Neutral
2	Occasionally
1	Rarely

Survey | Results | Improvement Areas | +

Step 3: Start with the statements in the **Survey** worksheet. Read each statement and rate yourself. Place an **X** in the box that best represents your score. Rate yourself with sincerity.

Statement	5	4	3	2	1
I create a vision. I summarize and share the project's purpose clearly and without ambiguity.			X		

Step 4: After rating yourself for each statement, click the **Results** worksheet.

Your Score	Your Leadership Level	Description
33		**40-50** You are an exceptional leader. You understand and apply critical leadership success factors. There is always room for improvement. Strive for a perfect score.
	Fair	**25-39** You are a fair leader. You apply proven leadership techniques in most cases. There is room for improvement. Choose your two most challenging areas. Develop an action plan to improve.
		10-24 Your leadership abilities require improvement. Find a positive mentor or coach to follow. Try to participate in leadership training. Set a goal to improve your skills a step at a time.

⧠ Notice that your score and leadership level are displayed.

⧠ Remember that no score is good or bad. There is always a possibility for improvement, some small and some major.

Step 5: Click the **Improvement Areas** worksheet.

Step 6: Reflect on the different aspects of leadership and document at least two improvement areas and associated action plan.

Make sure to attempt the exercise, as it will help you gain a clear understanding of the concepts covered in the module.