

# Organizational Leadership Competencies Checklist

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How would you rate your skills in the following areas:

(1) *I need development*, (2) *I have some knowledge and skills to build on*,  
(3) *I consistently use my knowledge and skills*, (4) *I am highly effective and capable of mentoring others*.

## **Self-Knowledge:** Effective Use of Self-Knowledge in the Leadership Role

- I can use my own strengths as well as ask for help \_\_\_\_\_
- I am able to recognize mistakes and learn from the experience \_\_\_\_\_
  
- I demonstrate an ability to recognize personal prejudice \_\_\_\_\_
- I can follow as well as lead \_\_\_\_\_
- I address disagreements and problems with others directly and objectively \_\_\_\_\_
- I keep my word and protect confidential information \_\_\_\_\_
- I respect different backgrounds, values, perspectives Beliefs and capabilities \_\_\_\_\_

## **Interpersonal Relationships:** Effective Management of Interpersonal Relationships

- I identify common ground on which to build agreement \_\_\_\_\_
- I listen to others and understand their viewpoints \_\_\_\_\_
- I inspire commitment and build loyalty to the organization \_\_\_\_\_
- I recognize and celebrate achievements \_\_\_\_\_
- I let others speak w/o interruption or rebuttal \_\_\_\_\_
- I establish relationships across the League's internal boundaries/councils etc. \_\_\_\_\_
- I ensure the integrity of any process I am responsible for \_\_\_\_\_

## **Systems Knowledge:** Effective Management of Work and Resources

- I understand not-for profit fiscal and governance practices \_\_\_\_\_
- I select people for work based on skills and knowledge \_\_\_\_\_
- I encourage collaboration and information sharing \_\_\_\_\_
- I exercise good stewardship of the organization's resources \_\_\_\_\_
- I learn from mistakes and successes of myself and others \_\_\_\_\_
- I understand how day to day activities relate to the overall mission and vision of the League \_\_\_\_\_
- I understand and effectively handle organizational politics \_\_\_\_\_

## **Strategic Thinking:** Effective Organizational Strategy Aligning Vision, Mission and Action

- I act with integrity and look for opportunities to create value \_\_\_\_\_
- I am optimistic and future-focused \_\_\_\_\_
- I point out ways the League benefits its members and community \_\_\_\_\_
  
- I balance risk with gain when making a decision \_\_\_\_\_
- I consider all relevant information when making decisions \_\_\_\_\_
- I believe in and act in keeping with the League's mission, vision, and values \_\_\_\_\_
- I am comfortable speaking one/one and in groups and have the ability to analyze, interpret and display info. In written form \_\_\_\_\_

# Leadership Competencies

## Self-Knowledge

- Multicultural Knowledge and Insight:

Demonstrates a respect for different backgrounds, values, perspectives, capabilities, and beliefs

- Integrity:

Keeps her word. Is trusted and perceived as direct, open and truthful. Protects confidential information.

- Conflict Management:

Addresses disagreements and problems with others directly and objectively. Views conflict as an opportunity to hear differing opinions.

## Interpersonal Relationships

- Relationship Building and Maintenance:

Establishes relationships that cross internal and external organizational boundaries. Brings people to consensus and works well in a group.

- Listening and Understanding:

Lets others speak without interruption or rebuttal. Projects a genuine desire to listen and help others.

- Influence and Persuasion:

Has the ability to bring others around to her viewpoint. Is trusted and respected by others for her point of view. Seeks win-win alternatives.

- Facilitation:

Ensures integrity of process. Ensures all voices have the opportunity to be heard. Allows for differences of opinion. Remains neutral when facilitating a group.

## Strategic Thinking

- Sound Decision-Making:

Makes good and timely decisions. Considers all relevant information when making decisions. Develops effective solutions to organizational problems.

- Strategic Leadership:

Identifies results the organization will accomplish. Examines strengths, weaknesses, opportunities and threats relative to the identified results.

- Vision:

Articulates a common vision that is easily understood, compelling and accepted. Is able to imagine the possibilities and believes they can become reality.

- **Organizational Identification and Representation:**  
Believes in and acts in keeping with the organization's mission, vision and services. Presents the organization, its policies, products and services in a favorable light to others.

- **Oral Presentation:**  
Is comfortable speaking one-to-one, to a group, and to all levels of the organization. Adapts message and style to her audience. Clearly presents ideas.

- **Written Communication:**  
Has the ability to analyze, interpret, and display information in written form. Expresses ideas with clarity and language appropriate for the audience.

### **Systems Knowledge**

- **Organizational Savvy:**  
Understands and effectively handles organizational politics. Understands how decisions are made, priorities established and resources allocated.

- **Big Picture Perspective:**  
Puts day-to-day activities into the context of the overall purpose and contribution to the greater good. Understands how her work relates to the organization's mission and direction, to society and to serving others.

- **Learning Orientation and Capability:**  
Learns from mistakes and successes of self and others. Generalizes lessons from one situation to another. Analyzes situations and own performance to identify ways to improve.

**Notes:**