

Pre Supervisors Class Leadership Matrix

1. Default Section

Welcome to the Pre Supervisors Class Leadership Matrix. Please take a few moments to review the following leadership skills and qualities and rank them as non observed, or 1-low observation to 4-high observation.

Pre Supervisors Class Leadership Matrix

2. Organizational Clarity

* 1. Organizational Clarity

	Not observed	1 Low	2	3	4 High
Demonstrated awareness and understanding of the organization's mission.	jñ	jñ	jñ	jñ	jñ
Ability to translate the organization's mission into behaviors.	jñ	jñ	jñ	jñ	jñ
Demonstrated knowledge of the organization's top priorities.	jñ	jñ	jñ	jñ	jñ
Awareness and modeling of the organization's core values.	jñ	jñ	jñ	jñ	jñ
Recognizes the relationship between leadership decisions and organizational culture.	jñ	jñ	jñ	jñ	jñ

Pre Supervisors Class Leadership Matrix

3. Thinking

1. Thinking

	Not observed	1 Low	2	3	4 High
Able to identify and critically evaluate data.	jñ	jñ	jñ	jñ	jñ
Maintains a vigilance toward the identification of problems.	jñ	jñ	jñ	jñ	jñ
Approaches problem solving analytically.	jñ	jñ	jñ	jñ	jñ
Values and encourages innovation through creativity.	jñ	jñ	jñ	jñ	jñ
Does not hesitate to make timely, good decisions.	jñ	jñ	jñ	jñ	jñ
Displays good judgment (Right decision at the right time and for the right reason.).	jñ	jñ	jñ	jñ	jñ

Pre Supervisors Class Leadership Matrix

4. Developing Others

* 1. Developing Others

	Not observed	1 Low	2	3	4 High
Accepts responsibility for appraising the performance of subordinates.	jn	jn	jn	jn	jn
Creates a climate of coaching and mentoring.	jn	jn	jn	jn	jn
Demonstrates the courage to confront poor and/or unacceptable performance.	jn	jn	jn	jn	jn
Expendes the effort needed to understand the unique characteristics of each employee.	jn	jn	jn	jn	jn
Willingly offers assistance.	jn	jn	jn	jn	jn
Allows others to help him/her solve problems as an employee development strategy.	jn	jn	jn	jn	jn
Anticipates and prepares others for change.	jn	jn	jn	jn	jn

Pre Supervisors Class Leadership Matrix

5. Management

* 1. Management

	Not observed	1 Low	2	3	4 High
Demonstrates appropriate time management.	jñ	jñ	jñ	jñ	jñ
Facilitates strategic meetings and discussions to support followership.	jñ	jñ	jñ	jñ	jñ
Addresses organizational projects and priorities responsibly.	jñ	jñ	jñ	jñ	jñ
Demonstrates an appropriate awareness concerning finances and budgets.	jñ	jñ	jñ	jñ	jñ
Manages staffing levels consistent with mission and workload.	jñ	jñ	jñ	jñ	jñ
Is alert for opportunities to leverage technology toward increased efficiency and/or effectiveness.	jñ	jñ	jñ	jñ	jñ
Maximizes the amount of mutually held information.	jñ	jñ	jñ	jñ	jñ

Pre Supervisors Class Leadership Matrix

6. Communication

* 1. Communication

	Not observed	1 Low	2	3	4 High
Written correspondence is professional, clear, and accurate.	jñ	jñ	jñ	jñ	jñ
Has the ability to present ideas with clarity.	jñ	jñ	jñ	jñ	jñ
Public speaking abilities consistent with position.	jñ	jñ	jñ	jñ	jñ
Demonstrates active listening skills.	jñ	jñ	jñ	jñ	jñ
Takes responsibility for the clarity of messages and uses appropriate skills to ensure understanding.	jñ	jñ	jñ	jñ	jñ
Gives feedback that is clear, specific, timely, and relevant.	jñ	jñ	jñ	jñ	jñ
Demonstrates a willingness to receiving feedback from others.	jñ	jñ	jñ	jñ	jñ

Pre Supervisors Class Leadership Matrix

7. Team Development

1. Team Development

	Not observed	1 Low	2	3	4 High
Understands the team development process.	jñ	jñ	jñ	jñ	jñ
Engages in team building exercises, activities, and work opportunities.	jñ	jñ	jñ	jñ	jñ
Recognizes the potential value in the diversity of individuals on a team.	jñ	jñ	jñ	jñ	jñ
Leads post-event debriefings to evaluate team performance.	jñ	jñ	jñ	jñ	jñ
Recognizes team success and celebrates it.	jñ	jñ	jñ	jñ	jñ
Applies appropriate leadership behaviors to address team development challenges and changes.	jñ	jñ	jñ	jñ	jñ
Creates a culture that invites and welcomes input.	jñ	jñ	jñ	jñ	jñ
Manages the delegating or work tasks to maximize both productivity and learning.	jñ	jñ	jñ	jñ	jñ

Pre Supervisors Class Leadership Matrix

8. Self Leadership

* 1. Self Leadership

	Not observed	1 Low	2	3	4 High
Takes care of his/her personal needs in healthy, appropriate ways.	jñ	jñ	jñ	jñ	jñ
Models an appropriate work/personal life balance.	jñ	jñ	jñ	jñ	jñ
Demonstrates the discipline to be self-directed and self-motivating.	jñ	jñ	jñ	jñ	jñ
Models a high level of Emotional Intelligence.	jñ	jñ	jñ	jñ	jñ
Takes responsibility for the planning and implementing of his/her own performance improvements.	jñ	jñ	jñ	jñ	jñ
Articulates and models solid ethical boundaries.	jñ	jñ	jñ	jñ	jñ
Strives to establish healthy interaction with all team members.	jñ	jñ	jñ	jñ	jñ
Demonstrates a keen understanding of the organization's core values through behaviors and decision making.	jñ	jñ	jñ	jñ	jñ

Pre Supervisors Class Leadership Matrix

9. Change

* 1. Change

	Not observed	1 Low	2	3	4 High
Demonstrates "calm" when dealing with ambiguity.	jñ	jñ	jñ	jñ	jñ
Encourages appropriate dialogue and questioning during times of complexity and change.	jñ	jñ	jñ	jñ	jñ
Practices good awareness toward the identification of emerging trends.	jñ	jñ	jñ	jñ	jñ
Recognizes when change is needed and serves as a catalyst to stimulate it.	jñ	jñ	jñ	jñ	jñ
Understands the need for and is willing to take sensible, calculated risks.	jñ	jñ	jñ	jñ	jñ

Pre Supervisors Class Leadership Matrix

10. Leading Others

* 1. Leading Others

	Not observed	1 Low	2	3	4 High
Applies the appropriate leadership style.	jñ	jñ	jñ	jñ	jñ
Recognizes his/her role in resolving conflicts.	jñ	jñ	jñ	jñ	jñ
Deals with difficult people effectively.	jñ	jñ	jñ	jñ	jñ
Models the expectation.	jñ	jñ	jñ	jñ	jñ
Establishes a culture of integrity and accountability.	jñ	jñ	jñ	jñ	jñ
Recognizes the power of praise and uses it effectively.	jñ	jñ	jñ	jñ	jñ
Connects leadership decisions to operational outcomes (as opposed to personal preference).	jñ	jñ	jñ	jñ	jñ
Models an attitude of optimism and hope.	jñ	jñ	jñ	jñ	jñ