

## 5.3 Leadership Skills Questionnaire

*Purpose*

- 1. To identify your leadership skills
- 2. To provide a profile of your leadership skills showing your strengths and weaknesses

*Directions*

- 1. Place yourself in the role of a leader when responding to this questionnaire.
- 2. For each of the following statements, circle the number that indicates the degree to which you feel the statement is true.

Statements	Not true	Seldom true	Occasionally true	Somewhat true	Very true
1. I am effective with the detailed aspects of my work.	1	2	3	4	5
2. I usually know ahead of time how people will respond to a new idea or proposal.	1	2	3	4	5
3. I am effective at problem solving.	1	2	3	4	5
4. Filling out forms and working with details come easily for me.	1	2	3	4	5
5. Understanding the social fabric of the organization is important to me.	1	2	3	4	5
6. When problems arise, I immediately address them.	1	2	3	4	5

Statements	Not true	Seldom true	Occasionally true	Somewhat true	Very true
7. Managing people and resources is one of my strengths.	1	2	3	4	5
8. I am able to sense the emotional undercurrents in my group.	1	2	3	4	5
9. Seeing the big picture comes easily for me.	1	2	3	4	5
10. In my work, I enjoy responding to people's requests and concerns.	1	2	3	4	5
11. I use my emotional energy to motivate others.	1	2	3	4	5
12. Making strategic plans for my company appeals to me.	1	2	3	4	5
13. Obtaining and allocating resources is a challenging aspect of my job.	1	2	3	4	5
14. The key to successful conflict resolution is respecting my opponent.	1	2	3	4	5
15. I enjoy discussing organizational values and philosophy.	1	2	3	4	5

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Statements	Not true	Seldom true	Occasionally true	Somewhat true	Very true
16. I am effective at obtaining resources to support our programs.	1	2	3	4	5
17. I work hard to find consensus in conflict situations.	1	2	3	4	5
18. I am flexible about making changes in our organization.	1	2	3	4	5

Scoring

- 1. Sum the responses on items 1, 4, 7, 10, 13, and 16 (administrative skill score).
- 2. Sum the responses on items 2, 5, 8, 11, 14, and 17 (interpersonal skill score).
- 3. Sum the responses on items 3, 6, 9, 12, 15, and 18 (conceptual skill score).

Total Scores

Administrative skill: \_\_\_\_\_

Interpersonal skill: \_\_\_\_\_

Conceptual skill: \_\_\_\_\_

Scoring Interpretation

The Leadership Skills Questionnaire is designed to measure three broad types of leadership skills: administrative, interpersonal, and conceptual. By comparing your scores, you can determine where you have leadership strengths and where you have leadership weaknesses.

- If your score is 26–30, you are in the very high range.
- If your score is 21–25, you are in the high range.
- If your score is 16–20, you are in the moderate range.
- If your score is 11–15, you are in the low range.
- If your score is 6–10, you are in the very low range.