

The ABLE Leader– Characteristics of Effective Leadership

Self-Assessment Scorecard and Worksheet

INSTRUCTIONS: Use the ranking scale below to assign points to each characteristic. Review your total points for each section and identify areas of strength and areas for improvement.

Ranking Scale: 1= Significant Development Needed, 2 = Moderate Development Needed, 3 = Meets the Minimal Expectation, 4 = Exceeds Expectations, 5 = Outstanding Strength

Principle	Characteristics	TOTAL	Strategies for Improvement and/or Barriers to Improvement
Teachable	<input type="checkbox"/> Willing to be taught. <input type="checkbox"/> Willing to be wrong. Admits when wrong. <input type="checkbox"/> Learns lessons from successes and mistakes. <input type="checkbox"/> Decision-making improves over time. <input type="checkbox"/> Will say “I don’t know” <input type="checkbox"/> Listen to others, regardless of their position.		
Uncomfortable	<input type="checkbox"/> Sets “stretch” goals to push beyond limitations. <input type="checkbox"/> Performance is not based on what I “feel” or “like” doing. <input type="checkbox"/> Open to diverse and alternative perspectives and opinions. <input type="checkbox"/> Abhors complacency. <input type="checkbox"/> Doesn’t “settle for” and won’t allow others to “settle for”.		
Believable	<input type="checkbox"/> Maintains unwavering commitment to honesty/truth. <input type="checkbox"/> Follows through on commitments. <input type="checkbox"/> Actions conform to organizational policies & ethical standards. <input type="checkbox"/> Actions are consistent with words. <input type="checkbox"/> Trusts others. <input type="checkbox"/> Actions and words contribute to creating a “high-trust” environment.		
Accountable	<input type="checkbox"/> Sets and meets commitments to achieve business objectives. <input type="checkbox"/> Knows stakeholders’ expectations and answers to stakeholders.		

Principle	Characteristics	TOTAL	Strategies for Improvement and/or Barriers to Improvement
	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates courage / self-confidence to stand up for the beliefs and ideas of my people. <input type="checkbox"/> Gives credit when things go well, takes blame when they don't. <input type="checkbox"/> Fair and compassionate yet willing to make difficult decisions. <input type="checkbox"/> Enforces consequences when necessary. <input type="checkbox"/> Considers the consequences of every decision and how it will impact others (internally/externally). <input type="checkbox"/> Counted on to do what I say I'm going to do and be where I'm supposed to be. <input type="checkbox"/> Aware of my own limitations and capabilities, therefore; delegates tasks appropriately. 		
Approachable	<ul style="list-style-type: none"> <input type="checkbox"/> Communicates in open, candid, clear, complete, and consistent manner. <input type="checkbox"/> Invites response and dissent. <input type="checkbox"/> Listens. <input type="checkbox"/> Treats everyone with dignity, trust, and respect. <input type="checkbox"/> Creates a "safe space" for everyone to be heard. Open to ideas from anywhere. <input type="checkbox"/> Mastered the art of asking powerful questions. 		
Adaptable	<ul style="list-style-type: none"> <input type="checkbox"/> Open to new ideas and new directions. <input type="checkbox"/> Sees change as an opportunity for growth. <input type="checkbox"/> Makes adjustments to navigate change, even if I don't agree with the change. <input type="checkbox"/> Anticipates problems and initiates new and better ways of doing things. <input type="checkbox"/> Hates / avoids / eliminates "bureaucracy" whenever possible. 		
Durable	<ul style="list-style-type: none"> <input type="checkbox"/> I know my limitations and capabilities <input type="checkbox"/> I know when to say no. <input type="checkbox"/> Strive for productivity, not busyness. <input type="checkbox"/> Pace is sustainable 		

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Which category of the **7 Principles of Effective Leadership** has the **highest score**? List your top 3 below:

Which of the **7 Principles of Leadership Effectiveness** needs the most work? **List two principles you would like to improve on below:**

What Am I Able to Do? Make a specific goal for the next quarter below: