

MANAGEMENT skills assessment

Use this assessment to establish what competencies are important for you to demonstrate in your organization, and your level of competency.

This assessment can help you create a personal development plan.

INSTRUCTIONS

Read the following statements about your work environment and what you need to do to be successful in it. Assess your management competencies. First, indicate the importance of this competency, at your work, on the following scale:

VI=Very important

I = Important

NI = Not important

For those competencies that you have rated Very Important or Important, assess your level of competency using the following scale:

3 = Very competent

2 = Competent

1 = Needs development

The items that you have rated as Needs Development can form the basis for a development plan.

STRATEGIC skills

	<i>Importance (VI, I, NI)</i>	<i>Competence (3, 2, 1)</i>	<i>Comments</i>
Brings organizational vision to life for others			
Demonstrates critical thinking			
Keeps abreast of changes in the commercial environment			
Is oriented toward the customer			
Is innovative and tries new approaches			
Strives for continuous improvement			
Manages change effectively			

INFLUENCING skills

	<i>Importance (VI, I, NI)</i>	<i>Competence (3, 2, 1)</i>	<i>Comments</i>
Is a clear communicator			
Influences effectively, directly, and indirectly			
Demonstrates flexibility			
Negotiates win-win outcomes			
Builds effective relationships			

LEADERSHIP skills

	<i>Importance (VI, I, NI)</i>	<i>Competence (3, 2, 1)</i>	<i>Comments</i>
Creates a sense of shared purpose			
Leads a high performing team			
Delegates appropriately			
Empowers others to achieve results			
Manages performance			
Develops others			

FOLLOWERSHIP skills

	<i>Importance (VI, I, NI)</i>	<i>Competence (3, 2, 1)</i>	<i>Comments</i>
Presents a unified front			
Works cross-functionally to support mutual goals and encourages others to do the same			

IMPLEMENTATION skills

	<i>Importance (VI, I, NI)</i>	<i>Competence (3, 2, 1)</i>	<i>Comments</i>
Plans ahead to meet the needs of the organization			
Demonstrates effective organizational skills			
Manages time effectively			
Demonstrates sound decision-making and problem-solving skills			
Sees things through despite setbacks			

PERSONAL factors

	<i>Importance (VI, I, NI)</i>	<i>Competence (3, 2, 1)</i>	<i>Comments</i>
Shows integrity			
Develops self			
Shows resilience			
Demonstrates drive and desire to succeed			

OTHER competencies (write in)

	<i>Importance (VI, I, NI)</i>	<i>Competence (3, 2, 1)</i>	<i>Comments</i>

Once you have completed the assessment, look at the importance level and competence ratings you have given for each one.

Based on your work environment, prioritize the ones that need development.

Create a personal development plan, strategizing how you will improve your level of competency in each of the areas.

Reproduced by permission from HRD Press, Inc., Compendium of Questionnaires and Inventories, Volume 2, Cook, Sarah.

www.performanceSolutions.nc.gov/developmentInitiatives/CareerDevelopment/Assessments/Management_Skills_Assessment_manager.pdf