



# Leadership Development Needs Assessment

This tool will help diagnose your organization's leadership development needs. Please read each statement and place a check mark in the box that most accurately describes your organization. You can tally your score at the end. This will facilitate our discussion of your organizational needs. [Click here](#) to get more information.

## Check box key:

**Green:** Yes! We are solid in this area.

**Yellow:** Sometimes, but not always.

**Red:** No.

## Leadership Readiness and Support

Our first-time leaders are promoted from individual contributors with specific training on making the transition to leadership.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Our first-time and mid-level leaders have an in-organization mentor to provide guidance and feedback.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Our leaders behave in a proactive fashion, rather than reactive, with vision and foresight for meeting challenges.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Communication

Mid-level leaders have the information they need to prioritize their own workloads as well as those of their teams.

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Our team members have a clear understanding of their communication styles, as well as those of their leaders, peers, and team members, to create an environment of effective communication.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Our organization has a clear vision and values to guide team members in daily decision-making.

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Our leaders hold regular and protected 1:1 meetings with their team members to provide guidance, prioritization, support, and to communicate expectations.

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Our meetings are productive, highly-attended, and team members are actively engaged.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Influence and Relationship Development

Our leaders understand the importance of influence upward, across, and downward, and have the necessary tools to do so.

☐ ☐ ☐

Every level of our organization has the opportunity to weigh in and be heard regarding decisions affecting their area.

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Our organization uses personal relationships, as opposed to power (hierarchy) to influence others.

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## Emotional Intelligence and Conflict

Our team members clearly understand their emotions, how to manage them, and how to behave in a controlled fashion.

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All team members are respected for their personal emotional challenges.

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All team members are included in a non-discriminatory fashion for their diversity in race, age, religion, ethnicity, or any other differences.

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## Team Cohesiveness

Our teams have a high level of cohesiveness and work well together based on trust and vulnerability, willingness to ask for support, admit mistakes, and respect others for doing the same.

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Our team members engage in healthy conflict as it arises. They do not avoid conflict nor engage in malicious attacks but rather are well-controlled and reasonable.

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Our team members collaborate and willingly sacrifice their own KPI performance when needed for the greater good of the organization. They don't make decisions or behave in support of personal team agendas in a siloed fashion. They abide by decisions made in a group and don't use workarounds or end-run meetings to persuade their own agendas.

☐ ☐ ☐

Our team members hold each other accountable for their responsibilities. They do not use workarounds or skip levels to discuss lack of accountability.

☐ ☐ ☐



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## Delegation and Development

Our leaders set crystal clear expectations of their team members.

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Our leaders openly delegate to team members, providing a well-balanced workload across the team.

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Our leaders know and understand the development needs and desires of their team members and actively seek opportunities to provide them with training or delegated tasks for growth.

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Our leaders provide an appropriate amount of autonomy and empowerment to team members for their individual duties and growth.

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Our leaders hold team members accountable for not meeting clear expectations.

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## Motivation, Retention, and Engagement

Our leaders understand the motivational differences of their team members and strive to provide a motivating environment to each.

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Our teams are highly motivated and engaged.

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Our organization has high retention rates, 90% or higher.

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Our team members have a clear understanding of expectations for personal development plans into leadership.

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Our leaders have a clear succession plan and path for developing their successors.

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Total ✓s in green column: \_\_\_\_\_

## Scoring:

25-30 ✓s: You are killing it. Keep collecting feedback from your team and implementing change as it comes.

20-24 ✓s: Your team may need training, team coaching, and/or individual coaching.

19 ✓s or below: Your team may need a leadership development series, mentorship, and coaching.