



LEADERSHIP SKILLS INVENTORY

- Once you have identified management candidates, assess their business operation and leadership skills.
- The needs of the position as defined in the business plan or job description will focus your attention on specific abilities.
- Build a skill development plan for each candidate - a plan that prescribes areas of improvement and identifies methodology.
- A development plan is a detailed action agreement in which the candidate is accountable for improving skills.
- Share your business philosophy, ethics, and vision at the outset, and observe work habits and interactions with other employees, customers, and vendors.

This chart may help in the evaluation process. Consider each candidate and identify individual strengths. Each low level skill can be included in a candidate's development plan.

BUSINESS OPERATIONS SKILLS

1-low, 5-high

Recognizes potential problems and attempts to troubleshoot.	_____
Develops and demonstrates good safety habits.	_____
Performs well at all duties and responsibilities.	_____
Exhibits patience and clarity in training others.	_____
Completes outside training to improve job skills.	_____
Demonstrates good use of computer/electronic tools and processes.	_____
Utilizes good business systems/processes.	_____
Understands business plan and can implement accordingly.	_____
Utilizes excellent financial management skills	_____

- Can plan and budget for business growth/development. _____
- Innovates to improve business systems/processes. _____
- Understands particular industry. _____
- Judiciously utilizes limited resources. _____

LEADERSHIP SKILLS

1-low, 5-high

- Promotes a sense of team. _____
- Promotes a positive working environment. _____
- Recognizes potential areas of conflict and initiates mitigation. _____
- Understands and demonstrates a dedication to quality. _____
- Performs as an integral part of a team. _____
- Demonstrates good business etiquette with others
(internal and external customers). _____
- Utilizes good people development skills. _____
- Maintains confidentiality as appropriate. _____
- Deals objectively with employee interaction. _____
- Delegates with clear responsibility and holds others accountable. _____
- Mentors others in leadership development. _____
- Works as if success depends on his/her actions. _____
- Develops good relationships w/employees, customers, etc. _____