

# Leadership Competency Self-Assessment

Your leadership impact will be greatly affected by the competencies you are able to build a foundation for and enhance as you adjust to changing working environments and market conditions. Deciding which ones you will need the most in the coming 1-3 years is a critical success factor in achieving the outcomes you want you, your team, and your organization to achieve.

Review the following information to ensure an understanding of each competency, complete the spreadsheet provided, and then review it with whom you report to so that you can ensure alignment.

This information will be used to create your Cortex Leadership Development Plan that you will utilize during your executive coaching journey.

 **by Cortex Leadership Consulting**

# Completing Your Leadership Assessment

Follow these sequential steps to complete your leadership competency assessment effectively.

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## Step 1: Review All Competencies

Carefully read through each leadership competency and its definition to fully understand what each skill entails.

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## Step 2: Select Your Top 4

Using the spreadsheet, identify the four competencies that you most need to develop to advance to the next level of leadership.

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## Step 3: Rank By Importance

Order your selected competencies from most important to least important for your development.

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## Step 4: Explain Importance

Write 1-2 sentences explaining why each competency is important to your growth as a leader.

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## Step 5: Self-Assessment

Rate yourself on a scale of 1-10 for each competency, then compare with your supervisor's assessment.

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## Step 6: Review With Supervisor

Have your supervisor choose the 4 competencies they believe will have the highest impact on your effectiveness as a leader in the next year, rank them in order of importance, and provide their perspective.



# Foundational Leadership Competencies



## **Appreciating Others**

Identifying with and caring about others.



## **Conceptual Thinking**

Analyzing hypothetical situations, patterns and/or abstract concepts to formulate connections and new insights.



## **Conflict Management**

Understanding, addressing and resolving conflict constructively.



## **Continuous Learning**

Taking initiative to regularly learn new concepts, technologies and/or methods.



## **Creativity and Innovation**

Creating new approaches, designs, processes, technologies and/or systems to achieve the desired result.



## **Customer Focus**

Anticipating, meeting and/or exceeding customer needs, wants and expectations.



## **Decision Making**

Analyzing all aspects of a situation to make consistently sound and timely decisions.



# Interpersonal Leadership Competencies



## Diplomacy

Effectively and tactfully handling difficult or sensitive issues.



## Employee Development/Coaching

Facilitating, supporting and contributing to the professional growth of others.



## Interpersonal Skills

Effectively communicating, building rapport and relating well to all kinds of people.



## Negotiation

Listening to many points of view and facilitating agreements between two or more parties.



## Understanding Others

Understanding the uniqueness and contributions of others.



## Teamwork

Cooperating with others to meet objectives.



# Strategic Leadership Competencies



## Executive Presence

Clear & Compelling Communication, Authenticity & Credibility, Emotional Intelligence & Composure, Strategic Thinking & Decisiveness, Influence & Gravitas, Adaptability & Forward-Thinking Mindset



## Futuristic Thinking

Imagining, envisioning, projecting and/or creating what has not yet been actualized.



## Influencing Others

Personally affecting others actions, decisions, opinions or thinking.



## Leadership

Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.



# Operational Leadership Competencies



## Flexibility

Readily modifying, responding and adapting to change with minimal resistance.



## Goal Orientation

Setting, pursuing and attaining goals, regardless of obstacles or circumstances.



## Planning and Organizing

Establishing courses of action to ensure that work is completed effectively.



## Project Management

Identifying and overseeing all resources, tasks, systems and people to obtain results.



## Time and Priority Management

Prioritizing and completing tasks in order to deliver desired outcomes within allotted time frames.



## Self Starting

Demonstrating initiative and willingness to begin working.



# Advanced Thinking Competencies



## Problem Solving

Defining, analyzing and diagnosing key components of a problem to formulate a solution.



## Advanced Critical Thinking & Problem Solving

AI outputs are interpreted correctly and contextually relevant, Complex, ambiguous problems are solved beyond algorithmic thinking, AI tools complement human creativity rather than dictate decision-making



## Strategic AI Literacy

Leveraging AI for decision-making (data-driven insights, automation), Understanding AI ethics (bias, fairness, security), Guiding AI adoption across teams to enhance productivity without replacing human critical thinking.



## Resiliency

Quickly recovering from adversity.



## Personal Accountability

Being answerable for personal actions.

