



Sharpening Your Leadership Skills - Worksheet

Leadership Skills

Versatile Communicator

Organizer/Prioritizes

Critical Thinker

Enthusiastic/Motivator

Dedicated

Time Conscious

Curious/Inquisitive

Creative Problem-Solver

Educator/Advisor

High-level Integrity

Inspires Confidence/Positivity

Fosters a "We" Mindset

Open-Minded/Negotiator

Achieves Goals/Results

Big-Picture Visionary

Delegates Wisely

Leads by Example

Good Judgement/Decisive

Flexible/Adaptive

Resourceful

Appreciative

New or Interesting Leadership Qualities/Skills

Which **new** leadership qualities/skills can you see yourself using in the future? List them below

Blank area for writing answers to the question above.



Existing Leadership Qualities

List the leadership qualities you currently have, to some degree.

Planning Your Leadership Development

Look at your existing leadership qualities from an administrator's perspective. In your current position, how do you demonstrate each quality you listed? What can you do to improve or enhance that characteristic or quality? What steps and specific actions will you take to accomplish this?

Quality:

Demonstration:

What to Enhance or Improve:

Steps & Actions I Will Take:



Resources:

[Empty text box for Resources]

Quality:

[Empty text box for Quality]

Demonstration:

[Empty text box for Demonstration]

What to Enhance or Improve:

[Empty text box for What to Enhance or Improve]

Steps & Actions I Will Take:

[Empty text box for Steps & Actions I Will Take]

Resources:

[Empty text box for Resources]

Quality:

[Empty text box for Quality]



Demonstration:

[Empty text box for demonstration]

What to Enhance or Improve:

[Empty text box for what to enhance or improve]

Steps & Actions I Will Take:

[Empty text box for steps and actions]

Resources:

[Empty text box for resources]

Quality:

[Empty text box for quality]

Demonstration:

[Empty text box for demonstration]

What to Enhance or Improve:

[Empty text box for what to enhance or improve]



Steps & Actions I Will Take:

[Empty text box for Steps & Actions I Will Take]

Resources:

[Empty text box for Resources]

Quality:

[Empty text box for Quality]

Demonstration:

[Empty text box for Demonstration]

What to Enhance or Improve:

[Empty text box for What to Enhance or Improve]

Steps & Actions I Will Take:

[Empty text box for Steps & Actions I Will Take]



Resources:

[Empty text box for Resources]

Quality:

[Empty text box for Quality]

Demonstration:

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What to Enhance or Improve:

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Demonstration:

[Empty text box for demonstration]

What to Enhance or Improve:

[Empty text box for what to enhance or improve]

Steps & Actions I Will Take:

[Empty text box for steps and actions]

Resources:

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Demonstration:

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Steps & Actions I Will Take:

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Resources:

