



## The Leadership Development and Executive Skills Inventory

Print off this form. Fill it out completely then fax it to 630-588-0766 and an Executive Coach from Today's Leadership Coaching will contact you within 48 hours to go over your results.

### CONTACT INFORMATION

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Best times to contact to go over results \_\_\_\_\_

### EXTENT OF LEADERSHIP RESPONSIBILITIES

\_\_\_\_\_ How many managers, directors, or vice-presidents are in your company?

\_\_\_\_\_ How many are under your direction or supervision?

\_\_\_\_\_ Approximately how many employees do you have at your company?

\_\_\_\_\_ How many are under your direction or supervision?

Do you have P&L (Profit and Loss) responsibility?  Yes  No

Approximately what are your annual revenues?

\_\_\_\_\_ Under \$1 million

\_\_\_\_\_ \$1 million to \$10 million

\_\_\_\_\_ \$11 million to \$50 million

\_\_\_\_\_ \$51 million to \$250 million

\_\_\_\_\_ Over \$250 million

\_\_\_\_\_ Over \$1 billion

### KNOWLEDGE OF LEADERSHIP DEVELOPMENT

Can you clearly articulate the differences between managing, leading, coaching and organizational development?  
 Yes  No

Do you know when to use each one to be most effective?  Yes  No

Does your management or executive team recognize the difference?  Yes  No

Check which of the following statements you would MOST agree with:

\_\_\_\_\_ Great leadership works through influence

\_\_\_\_\_ People only produce what you measure

\_\_\_\_\_ Leaders are born not made

\_\_\_\_\_ None of them

Other people follow you primarily because of:

- \_\_\_ Your position of authority
- \_\_\_ How well you perform for the organization
- \_\_\_ What you have done for them personally
- \_\_\_ Who you are
- \_\_\_ People don't follow me

\_\_\_ What percentage of your reports do you consider to be top performers?

Rank these factors from 1 to 10 in terms of how motivating these are to employees. 1 means the most important and 10 means the least important:

Top 10 Factors of Employee Motivation and Satisfaction

- \_\_\_ Good wages, Money
- \_\_\_ A sense of job security
- \_\_\_ Promotion and Opportunities for growth
- \_\_\_ Good working conditions
- \_\_\_ Interesting and challenging work
- \_\_\_ Personal loyalty of the leader and company towards employee
- \_\_\_ Constructive criticism
- \_\_\_ Feeling fully appreciated for the work they do
- \_\_\_ Empathy towards personal issues and problems
- \_\_\_ Open and honest communication

The heart of leadership development is self-development:  True OR  False

### **USAGE OF LEADERSHIP SKILLS**

On a scale of 1 to 10, with 1 being extremely low and 10 being extremely high, please rate the following questions:

- \_\_\_ How productive are your employees?
- \_\_\_ How productive is your management or executive team?
- \_\_\_ How productive are you personally?
- \_\_\_ How important is building relationships to leading people?

How would you describe your primary leadership style (check only one)?

- A Visionary Leader—I set the vision and give direction to the company.
- A Coaching Leader—I connect people's goals with the direction of the company.
- An Affiliative Leader—I connect people to each other to help them achieve goals.
- A Democratic Leader—I try to obtain everyone's input in guiding the company.
- A Pacesetter Leader—I set the pace and keep the standard high and expect everyone to reach for it.
- A Commanding Leader—I tell people exactly what they need to do, what they need to accomplish, and sometimes even the best way to do it.

How much time, energy, and financial resources does your company put into leadership development programs, executive education, and management training?

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Which do you believe your people want more:  Compensation  Recognition  Both equally

What kind of activities do you regularly participate in to better yourself, enhance your leadership skills, and develop personally (check all that apply)?

- Read leadership and management books
- Read books and magazines outside of my industry
- Attend seminars, workshops, and presentations on self-development
- Participate in associations that further my skills
- Belong to executive development groups
- Currently work with a Coach
- Have worked with a Coach in the past
- Other: \_\_\_\_\_

What percentage of your time each month do you spend coaching and leading your:	Less than 10%	Less than 25%	Less than 50%	More than 50%	Don't know
Management or Leadership team					
High Potential employees and team members					
Average performing employees and team members					
The Lowest performing employees and team members					

### NEXT STEPS

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