

Tools and templates



Assessing leadership competencies to identify skills gaps

Use this template to find out a) how each member of your leadership team rates their current capabilities and b) the standard you need these capabilities to be at in the future. The ratings range from 1 (not capable at all) to 7 (extremely capable).

Look at the individual responses and create an average score for each capability to find out where your team's biggest areas for improvement are.

- Use a circle to mark the current level of capabilities
- △ Use a triangle to mark the desired level of capabilities in future

Leadership capabilities	1	2	3	4	5	6	7
Example: Managing employees				○		△	
Managing employees							
Motivating and inspiring employees							
Communication							
Strategic perspective							
Strategic planning							
Collaboration							
Problem solving							
Balancing work and personal life							
Being a quick learner							
Encouraging employee development							
Decisiveness							
Ability to take initiative							
Organisation							
Compassion and empathy							
Self-awareness							
Ability to confront employee problems							
Creativity							
Flexibility							
Add your own:							
Add your own:							
Add your own:							
Add your own:							