



My Leadership Skills

Please check off the leadership skills that you feel you presently have. You can check off as many as you like!

Task Skills...skills that help you get things done!

- I am good at getting myself and others organized
- I am a good problem-solver
- I have lots of ideas and am comfortable sharing them with the group
- When I am the leader, I keep people on track, manage time and make sure decisions are made
- I am comfortable speaking in public – in front of my peers
- I can plan ahead and anticipate what I need for an activity and have everything I need ready
- I can lead an activity
- I can take responsibility for a task on my own (for example set up equipment for an activity)
- I can teach others to do a new task (for example shoot a basketball)

Relationship Skills...skills that support others' participation!

- I encourage others to participate when I notice they are quiet or don't feel included
- I can disagree without putting someone else down
- I am a good listener and try to understand before judging what someone has to say
- I can help a group find a solution when they are stuck or disagree
- I don't judge others and am open minded to different points of view
- I help others when they are struggling with a task
- I work well with others and volunteer my help easily
- I am comfortable expressing my opinion even when other people have different points of view
- I accept praise and constructive criticism well
- I lend my support to good ideas and look for the positive in people and things

What Kind of Leading Do You Do?

Leaders have many different characteristics and skills. Different people have different characteristics and skills and they use them to lead in different ways.

Here are some examples of how people might lead; put a check beside any of the ways you lead:

- Initiate discussion...get things going
- Seek information...ask good questions
- Encourage others...give praise and recognize others' contributions
- Coordinate...help organize people of tasks so things are more easily done
- Clarify...by asking questions help everyone understand particularly if things are confusing
- Spokesperson...represent the group at a meeting or event
- Mediate...help work out differences between people when there's a disagreement or tension
- Report and summarize...take notes and report

What kind of leading do you want to learn how to do?

What skills do you need to learn to be that kind of leader?

Task Skills

Relationship Skills

