

THE 20 QUALITIES OF LEADERSHIP

This tool defines the 20 qualities of leadership that researchers have identified as common to virtually all organizations. It can be used to identify the leadership qualities people value most within their organization. It can also be used to help an individual leader assess his or her own leadership skills.

Suggested Exercise: A manager can ask a group to select from this list the 7 qualities that they most admire in a leader. Then total the responses and initiate a discussion about their selection. Ask: "Where do I meet your expectations, and where do I fall short?"

Leadership Competencies

_____ Ambitious (aspiring, hard-working, striving)	_____ Honest (truthful, has integrity, trustworthy, has character)
_____ Broad-minded (open-minded, flexible, receptive, tolerant)	_____ Imaginative (creative, innovative, curious)
_____ Caring (appreciative, compassionate, concerned, loving, nurturing)	_____ Independent (self-reliant, self-sufficient, self-confident)
_____ Competent (capable, proficient, effective, efficient, professional)	_____ Inspiring (uplifting, enthusiastic, energetic, humorous, cheerful)
_____ Cooperative (collaborative, team player, responsive)	_____ Intelligent (bright, thoughtful, intellectual, reflective, logical)
_____ Courageous (bold, daring, fearless, gutsy)	_____ Loyal (faithful, dutiful, unswerving in allegiance, devoted)
_____ Dependable (reliable, conscientious, responsible)	_____ Mature (experienced, wise, has depth)
_____ Determined (dedicated, resolute, persistent, purposeful)	_____ Self-controlled (restrained, self-disciplined)
_____ Fair-minded (just, unprejudiced, objective, forgiving, willing to pardon others)	_____ Straightforward (direct, candid, forthright)
_____ Forward-looking (visionary, foresighted, concerned about the future, sense of direction)	_____ Supportive (helpful, offers assistance, comforting)