



Leadership Skills Assessment Quiz for Team Leaders

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Instructions: For each statement, choose the option that best describes your usual behavior, feeling, or attitude. Be honest in your responses to get an accurate assessment.

1. Communication

When communicating with my team...

- a) I'm clear about what I expect and ensure everyone understands.
- b) I mostly give directives without much explanation.
- c) I assume they know what I mean.
- d) I avoid confrontation and often say what they want to hear.

2. Decision Making

When faced with a tough decision...

- a) I evaluate all options and consult with my team before making a choice.
- b) I go with my gut feeling without much deliberation.
- c) I tend to avoid or delay the decision.
- d) I usually let someone else decide.

3. Conflict Resolution

When there's a conflict in my team...

- a) I address it immediately and facilitate a discussion to find a resolution.
- b) I let the involved parties sort it out themselves.
- c) I tend to avoid getting involved unless it becomes critical.
- d) I take a side without understanding the full situation.

4. Team Development

Regarding my team's growth and development...

- a) I regularly provide opportunities for learning and mentorship.
- b) I occasionally suggest courses or training.
- c) I believe they should seek out their own development opportunities.
- d) I haven't really thought about it.

5. Feedback

When giving feedback to a team member...

- a) I provide constructive criticism and also commend their strengths.
- b) I usually only point out mistakes.
- c) I avoid giving feedback fearing their reaction.
- d) I give positive feedback, even if it's not entirely accurate.

6. Delegation

When delegating tasks...

- a) I consider each member's strengths and assign tasks accordingly.
- b) I just assign to whoever is available.
- c) I struggle to delegate and often end up doing tasks myself.
- d) I delegate almost everything to avoid responsibility.

7. Adaptability

When there's a sudden change in plans or strategy...

- a) I adapt quickly and help my team navigate through it.
- b) I get a bit frustrated but eventually come around.
- c) I resist the change and stick to the old ways.
- d) I become overly anxious and indecisive.

8. Empathy

When a team member is going through a tough time...

- a) I offer support and adjust their workload if needed.
- b) I acknowledge their situation but don't make any adjustments.
- c) I prefer not to get involved in personal issues.
- d) I'm usually unaware of their personal situations.

Scoring:

For every:

- **a)** answer, award yourself **4** points.
- **b)** answer, award yourself **3** points.
- **c)** answer, award yourself **2** points.
- **d)** answer, award yourself **1** point.

Results:

32-24 Points: Excellent leadership skills. You show strong competence in managing and leading your team. Keep honing your skills and consider mentoring others.

23-16 Points: Good leadership skills. There's room for improvement in some areas. Consider training or workshops to further enhance your abilities.

15-8 Points: Basic leadership skills. It's essential to work on several areas to be more effective in your role. Seek mentorship or leadership courses to grow.

Remember, leadership is a journey, not a destination. Regularly assessing and refining your skills can make you a more effective and empathetic leader.