

Please complete and return to _____ by _____

Name _____ Position _____

LEADERSHIP NEEDS ASSESSMENT

I. Place a check beside the statements most important to you.

COMMUNICATION SKILLS

- _____ 1. I want to organize my thoughts better while under pressure.
- _____ 2. I want to engage listeners better.
- _____ 3. I want to feel more comfortable speaking to groups.
- _____ 4. I want to be more persuasive.
- _____ 5. I want to speak with more impact.
- _____ 6. I want to improve impromptu speaking skills.
- _____ 7. I want others to listen to me better.
- _____ 8. I want to communicate in an open, confident manner.
- _____ 9. I want to be more concise.

HUMAN ENGINEERING SKILLS

- _____ 10. I want to learn how to remember the names of people I just met.
- _____ 11. I want to become a better listener.
- _____ 12. I want to work with difficult people better.
- _____ 13. I want to lead better meetings with more participation and buy in.
- _____ 14. I want to improve my ability to initiate and carry on small talk.
- _____ 15. I want to gain more cooperation from people.
- _____ 16. I want to build rapport and develop relationships faster and easier with people.
- _____ 17. I want to deal with customers better.
- _____ 18. I want to lead people, not just manage the project.

ATTITUDE

- _____ 19. I want to lower stress for me and others.
- _____ 20. I want to be a more positive person.
- _____ 21. I want to be more flexible.
- _____ 22. I want to build my confidence even more.
- _____ 23. I want to be a more sincere, positive influence to those around me.
- _____ 24. I want to react better under pressure.
- _____ 25. I want to increase my belief in myself.
- _____ 26. I want to broaden my horizons personally, professionally and/or in my community.
- _____ 27. Other: _____

II. From the items you checked, which are the two most important at this time?

_____ and # _____

III. Why? Please explain
