

Leadership Readiness Checklist

In your transition from 'player' to 'coach', growing both your management skills and leadership abilities is critical for your success.

Management Competencies Required for Effective Non-profit Organization Leadership	
Self-assessment: On a scale of 0 to 5, where 5 is extensive experience in each category and 0 = no experience or skill in this area.	
Planning (strategic and operational, establishing detailed steps, milestones, accountabilities and timetables)	
Organizing (Organizational design, project management, infrastructure management, policies and processes – developing a structure to achieve plans)	
People Management (Hiring, training/coaching, delegation & supervision, performance management, managing in a unionized environment, managing within a chain of command, management with equity principles, volunteer management, nonprofit Board Governance)	
Budgeting (Allocating resources - preparing and managing project and departmental expense and revenue budgets)	
Financial Reporting and Analysis (generating, interpreting and presenting analysis on projects, individual/team performance, metrics/key performance indicators and departmental results)	
Evaluation and Problem Solving (monitoring to assure consistent achievement of targets and budgets, change management, issues/crisis/conflict management, data driven decision making)	
The Most Important Qualities and Competencies of an Effective Leader	
Self-assessment: On a scale of 0 to 5, where 5 is 'I always display this quality/competency' and 0 is 'I never display this quality/competency'.	
I have high ethical and moral standards which allow me to create a fair, safe, respectful, diverse, inclusive and trusting work environment with my internal colleagues, team members and external constituents.	
In leading team projects, I provide a vision with reasonable goals and objectives, clear strategies and expectations while empowering others to self-organize.	
I communicate direction to influence the creation of teams and coalitions that understand the vision and strategy.	
I communicate often and openly in order to create a sense of connection and belonging with my colleagues and team members. I communicate effectively to develop others, celebrate successes, energize, motivate, influence and to inspire others in overcoming obstacles or barriers to change.	

I display strong interpersonal skills as well as emotional and social intelligence based on active listening, respect and empathy in building of rapport through my interactions with others.	
I am open to new ideas and I foster organizational learning by creating a culture that supports adaptability, calculated risk-taking and learning through trial and error.	
I produce change , often to a dramatic degree, such as cultivating new services and new approaches.	
I think analytically and strategically . I see the big picture in all situations as well as the key underlying trends and issues.	
I am capable of making difficult decisions .	
I enjoy promoting and supporting the growth of my colleagues and team members through continued training, coaching and mentoring .	
I consistently deliver a superior performance with a contagious positive attitude and an exceptional team player mindset .	

- ▶ *In designing your personal management growth plan, identify the areas in which you have ‘gaps’ in knowledge or experience, and consider where you may look for learning opportunities as well as opportunities to gain practical experience. Consider options such as: volunteering to serve on or lead a project, taking on a temporary growth opportunity like taking on part of someone’s duties for a period of time, taking a lateral move into a different area, set up an internal exchange / buddy program in your organization or volunteering for a charitable organization.*
- ▶ *In designing your own leadership growth plan, consider how you can show leadership in your current role and position, and assess your emotional and social intelligence. Identify your areas of strength and weakness. Consider working with a leadership coach when you take on a big leadership role, or to improve the areas in which you are struggling. Also assess your communication style and skills, and consider Toastmasters or other development in this area.*

Additional Tools and Resources

[20 Questions: Are You Ready to be a Manager?](#)

[Evaluate Your Management Skills — Take AMA’s Free Assessment Quiz Online Now](#)

[How Good Are Your Management Skills?](#)

Sources: HBR: The Most Important Leadership Competencies, March 2016

What Leaders Really Do, December 2018

Leadership & Management: Making the Switch from Player to Coach, KCI, 2018