

## LEADERSHIP LEARNING INSTRUMENT

Respond to each statement. "I..."

- A. I would like to learn to do this better, I have concerns about this, etc.
- B. I know enough about this to feel comfortable doing it.
- C. I am confident doing this and can teach it to others.

### **I. Leadership** (assign)

I delegate (assign) duties/tasks and share responsibilities with organization members. \_\_\_\_\_

I follow-up with members regarding completion of tasks. \_\_\_\_\_

I motivate organization members to be active and productive. \_\_\_\_\_

I conduct a successful meeting with a realistic and complete agenda. \_\_\_\_\_

I respond effectively to positive and negative actions of members in my organization. \_\_\_\_\_

I give feedback (constructive criticism and praise) to members. \_\_\_\_\_

I define tasks and responsibilities of members of my organization. \_\_\_\_\_

I am able to develop a successful recruitment campaign to gain new members. \_\_\_\_\_

I know my rights and responsibilities as a student leader and how those relate to my advisor, to campus offices, and to other organizations. \_\_\_\_\_

### **II. Decision Making/Problem Solving**

I am able to identify various issues that are causing a problem. \_\_\_\_\_

I know the steps involved in making a decision. \_\_\_\_\_

I am able to lead decision-making by a group. \_\_\_\_\_

I use objectivity when making decisions. \_\_\_\_\_

I implement decisions, or put them in action, without procrastination. \_\_\_\_\_

I take responsibility for the decisions I make. \_\_\_\_\_

I am able to mediate or resolve conflicts in my organization. \_\_\_\_\_

**III. Financial Management**

I am able to keep accurate and complete financial records. \_\_\_\_\_

I am able to develop a sound budget, correctly estimating costs and income. \_\_\_\_\_

I am able to work within a budget. \_\_\_\_\_

I am able to explain my organization's budget to others. \_\_\_\_\_

I am able to present a budget for approval and respond to questions about it. \_\_\_\_\_

I am fiscally responsible and accountable when using my organization's funds. \_\_\_\_\_

**IV. Planning/Organization**

I am able to identify and coordinate available human and material resources. \_\_\_\_\_

I am able to identify tasks and processes needed to complete a project. \_\_\_\_\_

I am able to organize those tasks according to a timeline; I am able to meet deadlines. \_\_\_\_\_

I am able to conduct a creative-thinking exercise (brainstorming) to generate ideas/alternatives. \_\_\_\_\_

I am able to set long and short-term goals for myself as a leader. \_\_\_\_\_

I am able to lead a group in setting goals. \_\_\_\_\_

I am able to develop objectives (or ways) to achieve goals. \_\_\_\_\_

I am able to develop a plan of action to obtain objectives. \_\_\_\_\_

I am able to implement a plan of action and monitor progress towards obtaining objectives. \_\_\_\_\_

I am able to evaluate goals and objectives and modify them when necessary. \_\_\_\_\_

**V. Communication**

I am able to speak to a group, both in prepared presentations and spontaneously. \_\_\_\_\_

I am able to give feedback and criticism in an acceptable manner. \_\_\_\_\_

I give appropriate and timely input in group discussions. \_\_\_\_\_

I write concisely and logically, presenting a clear line of reasoning. \_\_\_\_\_

I interpret written messages and seek clarification when necessary. \_\_\_\_\_

I listen carefully, interpreting verbal messages as well as non-verbal clues. \_\_\_\_\_

I accept constructive feedback. \_\_\_\_\_

I understand principles of persuasion. \_\_\_\_\_

I understand the elements of public relations and use them to enhance my organization's image. \_\_\_\_\_

**VI. Personal/Professional Balance**

I engage in a healthy combination of activities.  
(e.g.: school, work, leisure, organization activities) \_\_\_\_\_

I have the ability to work under pressure. \_\_\_\_\_

I exhibit acceptable means of coping with stress. \_\_\_\_\_

I understand and use time management principles. \_\_\_\_\_

**VII. Initiative/Autonomy**

I take initiative when appropriate. \_\_\_\_\_

I actively engage in self-evaluation. \_\_\_\_\_

I function effectively without direction/supervision. \_\_\_\_\_

**VIII. Relationship Building**

I build and maintain effective working relationships. \_\_\_\_\_

I interact effectively with group members. \_\_\_\_\_

I am able to resolve conflicts effectively. \_\_\_\_\_

I cooperate with others. \_\_\_\_\_

**IX. Adaptability**

I am receptive to new ideas. \_\_\_\_\_

I respond to predictable problems. \_\_\_\_\_

I prepare myself for unexpected new situations. \_\_\_\_\_

I am willing to learn new skills and information. \_\_\_\_\_

**X. Tolerance/Diversity**

I am aware of and understand a wide variety of cultures, lifestyles and points of view. \_\_\_\_\_

I understand what sexist behavior is and try to avoid engaging in such behavior. \_\_\_\_\_

I understand what racist behavior is and try to avoid engaging in such behavior. \_\_\_\_\_

I understand the importance of being a member of a student organization that values a diverse membership. \_\_\_\_\_

I am able to challenge individuals on their behaviors or attitudes that are biased or oppressive. \_\_\_\_\_

Adapted from Nancy Hunter Denney, "You've Got Potential"