



Leader Readiness Assessment

Name: _____ Date _____

Elements of the Retail Leadership Profile		Description	Warning Signs	Assessment				Comments
				Weak	Avg.	Strong	Great	
Personal Characteristics (Most inherent)	Responsibility	Dependable, accountable, adapts to the environment, learns from mistakes, maximum effort	Use of passive voice, deflects accountability, no awareness of mistakes, average effort only					
	Empathy	Reads body language, tact and diplomacy, desire to satisfy others, polite & friendly, collaborates well	Relates mostly to self, fails to properly anticipate impact on others, fails to smile and connect					
	Authenticity	Good substance behind statements, solid point of view, can admit mistakes, sincere humility	Talks in generalities instead of specifics, unable to commit to opinion, touts self above others					
	Fortitude	Tenacity to fight through obstacles, bounces back from adversity, flexibility to adapt to changes	Overly sensitive to negative feedback or results, discouraged by failures, gives up easily					
Skills (Most learnable)	Communication	Verbal is clear & direct, gets to the point, strong listening ability, nonverbal is good, writes well	Rambles without making point, hard to understand, fails to answer the right question					
	Organization	Manages time well, structures tasks and projects, plans effectively, controls minor details	Misses deadlines, forgets details or tasks, frequently runs out of time, doesn't identify sequential steps					
	Judgment	Makes solid decisions, accurately discerns character of others, tends to be in right place at the right time	Makes questionable decisions, misses key action points, fails to size up severity of issues					
	Coaching	Delegates and follows up well, assesses performance accurately, teaches, gives quality feedback	Fails to provide enough direction or support, spends too little time observing, chides without teaching					
Influencing Ability (Blend of inherent and learnable)	Wisdom	Possesses relevant knowledge and wide range of experience, analyzes well, draws meaning from data	Fails to translate experiences to new situations, misses key points in data or analysis					
	Focus	Prioritizes well, simplifies complex ideas, gets to the root of issues, facilitates discussions	Drifts among priorities, mixes concepts or messages, fails to understand root causes					
	Action Orientation	Takes the initiative, gets stuff done, makes decisions, sets an aggressive pace for others	Waits for others to act, slow to decide, requires certainty before moving ahead					
	Vision	Thinks creatively, sees beyond the status quo, pushes for change, inspires to a compelling mission	Resists change, fails to foresee likely consequences to actions, has trouble thinking out of the box					
	Presence	Displays confidence, is noticeable, shows obvious energy, commands attention, takes charge	Appears reserved and quiet, takes a back seat to the action, blends into the background					

