

LEADERSHIP SKILLS

SELF-AWARENESS

Benevolent—approaches circumstances with trust and optimism rather than suspicion and maleficence (assumes people are motivated by good rather than evil)

Coachable—accepts guidance and feedback with an open mind

Confident—possesses an internally driven sense of self-worth; able to view self independently from others; uses introspection to gain understanding of own personality, strengths, weaknesses, motivations, and role in relationships; speaks up for one's self; communicates needs and focuses on strengths

Governing—able to control behavior and emotions in age-appropriate ways

Humble—maintains perspective on one's own importance; understands that others may be wiser, more experienced, more informed, and might disagree on a subject

WORKING WITH OTHERS

Approachable—viewed by others as friendly, warm, and agreeable

Collaborative—works well and productively with others; respectfully communicates alternate views without putting personal agendas above group goals or the common good

Engaging—attracts and involves others by modeling active participation; possesses the intuitive ability to motivate and encourage others to join an effort or cause

Encouraging—finds opportunities to promote the strengths of others, leading for success and learning rather than leading through competition, judgment, or limitation

Harmonious—learns the difference between disagreement and conflict; learns to recognize conflict; interacts with others to resolve conflicts to continue to be productive by encouraging cooperation and compromise

Inclusive—considers the needs and interests of others on teams, programs, projects, and goals

Uniting—seeks ways to bring people together and takes steps to do so; connects with others to achieve positive interactions and potentially achieve a common cause; engages in actions that bring people together; acts with authentic care, conscientiousness, and empathy that draw others to him or her

QUALITIES OF LEADERSHIP

Adaptable—capable of changing direction or approach when faced with new situations, new or contradicting information, or new challenges and priorities

Discerning—applies insight and understanding to choices, opportunities, decisions, involvements, and relationships; builds or demonstrates the capacity to be definitive (capable of saying yes or no or ask for help)

Patient—takes time when handling people, priorities, and possibilities; can handle delays without becoming anxious or attempting to control or micro-manage team and time

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LEADERSHIP SKILLS, continued

Qualities of Leadership, continued

Rational—responds to situations with sensible logic and appropriate emotional affect

Resilient—experiences and learns to accept failure; learns to rebound from challenges and crises (whether a result of team or personal efforts); applies perspective and lessons to future efforts (good attempts don't always lead to good results); can manage disappointment

Respectable—acts in manner deserving of admiration and consideration from others

Respectful—treats others politely, graciously, and with consideration

Responsible—works hard to achieve goals; can be counted on by others

Trustworthy—considered by others as honest, steadfast, transparent, and reliable; someone others can count on without worrying about underlying agendas

COMMUNICATING, LISTENING, AND BEING HEARD

Attentive—engages with and learns from others by listening to understand (without scripting responses)

Consultative—gives blame-free feedback (focused on behaviors, not people); seeks ways to improve together; listens openly to feedback from others to learn, understand, and change personal behaviors as needed

Diplomatic—listens openly to opposing views and seeks to identify and determine common ground or mutual understanding in order to move forward; communicates important and necessary information to others in appropriate ways

Perceptive—conveys ideas and perspectives clearly and effectively based on setting and context, method (writing, speaking, presenting), and relationship with other person or audience

DECISION-MAKING AND PROBLEM-SOLVING

Action-Oriented—takes steps to put ideas into motion; self-motivated

Adaptable—accepts uncertainty, making decisions and building skills to successfully get through it

Analytical—thinks critically; evaluates information, ideas, problems, and situations beyond superficial levels and looks beneath the surface to understand driving forces

Assertive—takes initiative; takes steps to implement new ideas, solve problems, motivate others, find solutions, and get work done without being asked by others

Hopeful—approaches situations and circumstances (even difficult ones) with a hopeful attitude and optimistic, positive outlook; inspires others to do the same; believes good things can happen

Resourceful—finds quick and clever ways to overcome obstacles and succeed in difficult situations or circumstances

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Social Solutions, continued

SOCIAL SOLUTIONS

Empathetic—capable of putting one’s self in another person’s shoes with sincerity, and of using that firsthand connection to drive conversations and decisions

Globally Aware—willing and open to seeing the world through unique filters based on individual experiences

Organizationally Committed—commits to being positive organizational contributor; has an “if not me, then who” attitude; avoids making excuses when things go wrong; aligns with norms and expectations while also willing to challenge status quo when it’s unproductive to organization

Organizationally Engaged—identifies with, connects to, and gets actively involved in a team, club, school, job, or other organization; strives toward personal best individually and in teams

Service Minded—unselfish; does things for others without expecting anything in return

Upstanding—confronts others who are bullying or mistreating others; challenges behaviors or traditions that undermine supportive culture of an organization or school; acts when sees a wrong

SEEKING OPPORTUNITIES

Bold—speaks up and takes steps to challenge the status quo on behalf of others as much as oneself; willing to take the path less traveled to achieve goals

Curious—inquisitive; asks questions; embraces new ways of thinking; sees opportunity and possibility in the unknown; thinks creatively and considers “what if”

Growth-Oriented—engages in learning that stretches personal knowledge and outlook regardless of earning a grade or achieving a new benchmark

Open to Change—tries new things; accepts positive change; learns how to evaluate or improve processes; when facing resistance to change, seeks to understand why