

Emotional Intelligence & Leadership Trait Checklist

SELF AWARENESS	Never	Seldom	Occasionally	Frequently	Always
1. Are you aware of/can you describe how your own patterns of behaviour impact others?					
2. Can you articulate your strengths and weaknesses	YES			NO	
What are your Strengths?					
What are your Weaknesses?					
<p><i>The questions above address the leadership trait of being self-aware. If you answered "no/never/seldom/occasionally" to either of these questions you might want to strengthen your emotional intelligence in this area.</i></p>					

The questions below relate to characteristics of effective leaders as they map to the five emotional intelligence capabilities. Use the results to determine the areas in which you could strengthen your emotional intelligence.

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SELF MANAGEMENT	Never	Seldom	Occasionally	Frequently	Always
3. Do you stay calm/level-headed in situations that are full of turmoil/confusion?					
4. Are you willing to take calculated risks?					
5. Are you comfortable with a certain level of disruption and conflict?					
6. Can you operate in environments of uncertainty when guideposts are few?					
<i>The questions above address the leadership trait of level-headedness and comfort with ambiguity. If you answered "never/seldom/occasionally" to any of these questions you might want to strengthen your emotional intelligence in this area.</i>					

MOTIVATION	Never	Seldom	Occasionally	Frequently	Always
7. When pursuing a goal do you remain positive and focused despite obstacles?					
<i>The question above address the leadership trait of persistence. If you answered "never/seldom/occasionally" to this question you might want to strengthen your emotional intelligence in this area.</i>					

EMPATHY	Never	Seldom	Occasionally	Frequently	Always
8. Do you empathise with other people's needs, concerns and goals?					
9. Would colleagues agree that you show such empathy?					
<i>The questions above address the leadership trait of caring. If you answered "never/seldom/occasionally" to any of these questions you might want to strengthen your emotional intelligence in this area.</i>					

SOCIAL SKILLS	Never	Seldom	Occasionally	Frequently	Always
10. Do you use humour to relieve tense or uncomfortable situations?					
11. Could draw a diagram for yourself your organisation's power structure?					
12. Can you articulate the concerns of your organisation's most powerful groups?					
13. Can you identify those individuals within your organisation that would support you when needed?					
14. Do you know where to turn for the resources you need?					
<i>The questions above address the leadership trait of being humorous and politically astute. If you answered "never/seldom/occasionally" to any of these questions you might want to strengthen your emotional intelligence in this area.</i>					

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