

## Leadership Development – Participant Interest Checklist

Please take a few minutes to review this list and rank your interest in learning more about the following leadership skills:

Would you like to improve your...		No, understand already	Yes, need to learn somewhat	Yes, really need to learn more
LEADERSHIP	1. ...knowledge of basic leadership skills?			
	2. ...understanding of whether leaders are born or created?			
	3. ...ability to identify different types of leaders and leadership situations?			
	4. ...ability to define the basic principles of leadership?			
	5. ...knowledge of real world ethics and values affecting leaders?			
PERSONAL SKILLS	6. ...understanding about your personal motivation to lead?			
	7. ...ability to establish clear personal goals to guide your actions?			
	8. ...ability to schedule and keep track of time?			
	9. ...ability to identify priorities and avoid wasting time?			
	10. ...knowledge about planning for yourself and your projects?			
	11. ...understanding about how leaders can influence change within a group?			
	12. ...ability to think on your feet and respond quickly to situations that come up?			
	13. ...ability to manage your emotions and deal with stress?			
COMMUNICATION SKILLS	14. ...knowledge about how to delegate tasks and share the load?			
	15. ...active listening skills and become a better listener?			
	16. ...ability to interpret what people really mean, “read between the lines?”			
	17. ...ability to make formal and informal introductions?			
	18. ...one-on-one and small group conversation skills?			
	19. ...ability to make a presentation/speech to a group?			
	20. ...phone conversation skills?			
	21. ...knowledge of how to take good notes at a meeting?			
22. ...ability to write thank you correspondence?				
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COMMUNICATION SKILLS	23. ...ability to develop an agenda for a meeting?			
	24. ...knowledge about writing effective business letters?			
	25. ...knowledge about creating promotional flyers for a group or event?			
	26. ...understanding of how to develop a press release?			
	27. ...ability to make a positive first impression?			
	28. ...understanding of how to identify your personal assets as a leader?			
	29. ...ability to make contacts that will help you later?			
GROUP SKILLS	30. ...ability to avoid stereotypes and prejudices?			
	31. ...knowledge of how to respect individual and cultural diversity?			
	32. ...knowledge of basic manners and why manners matter?			
	33. ...ability of how to keep your principles in mind when making decisions?			
	34. ...ability to help people to mingle and get to know each other?			
	35. ...understanding of different types of teams and how they work together?			
	36. ...skills at getting people to work together as a team?			
	37. ...ability to build trust among your group?			
	38. ...understanding of how having a job to do helps people feel included?			
	39. ...ability as a leader to help people feel needed and part of the group?			
	40. ...understanding of ways to acknowledge the contributions of others?			
	41. ...ability to host and lead open public meetings?			
	42. ...ability to build consensus among the group?			
	43. ...your negotiation skills?			
	44. ...knowledge of effective techniques for conflict resolution?			
	45. ...understanding about the cooperative process of resolving disagreements?			
	46. ...ability to mediate a disagreement between others and fight fairly yourself?			