

Leadership Skills and Qualities Checklist



Basic qualities, characteristics, and skills are necessary to get a training and technical assistance resource center built on a solid foundation. The following skills checklist will assist an interview team in selecting a candidate with the needed skills or provide a current leader with a checklist for self-reflection.

Interpersonal Strengths

_____ Is likable, friendly and easy to be with

_____ Networks and engages everyone in the room

Flexible, Shared Leadership

_____ Delegates and works effectively with others

_____ Demonstrates success while sharing accomplishments and responsibility with participating agencies and partners

_____ Builds trusting relationships with a wide variety of stakeholders

Facilitation Competence

_____ Understands and executes appropriate and effective facilitation processes

_____ Demonstrates consensus-building ability

Strong Communication

_____ Is articulate and can speak clearly

_____ Can write clearly and well

_____ Is a good listener

Critical Thinking

- _____ Has conceptual and concrete thinking skills
- _____ Is able to focus on issues of importance
- _____ Is curious and inquisitive
- _____ Possesses confidence in not having all the answers

Leadership Ability and Self-Confidence

- _____ Sees the big picture of the youth-serving sector
- _____ Stays the course in the face of difficult times/people
- _____ Is willing to take risks
- _____ Appropriately takes credit for accomplishments in order to build credibility with others

Good Instincts about the Audience

- _____ Identifies the target audience and its needs
- _____ Is able to engage the audience
- _____ Builds collaborative activities that result in success

Grounded in Youth Development

- _____ Has a strong belief that youth are effective leaders and resources
- _____ Is solidly grounded in principles, practices, and history of the youth development field
- _____ Has previous youth work experience

Organizational Management Skills

- _____ Has strong fiscal knowledge
- _____ Possesses organizational administration skills
- _____ Can successfully fundraise in all sectors
- _____ Has marketing experience

Connections or Willingness to Make Them

- _____ Develops connections to important stakeholders
- _____ Builds strong and useful relationships
- _____ Builds political support
- _____ Draws in new people and engages those resistant to new ideas or change