

LEADERSHIP DEVELOPMENT RESOURCE

## BUSINESS LEADERSHIP People Skills Assessment

Building Influence. Strengthening Character. Leading with Kingdom Excellence.

Leadership is not limited by opportunity — it is limited by **relational capacity**. This assessment is designed to help you evaluate the critical people skills that determine long-term influence, organizational health, and Kingdom impact.

RATING SCALE:

- 1 Almost Never      2 Rarely      3 Sometimes      4 Often      5 Consistently

### 1 EMOTIONAL INTELLIGENCE

	1	2	3	4	5
I manage my emotions under pressure.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I respond thoughtfully rather than react impulsively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I remain steady during conflict.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I recognize emotional shifts in others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I apologize when I overreact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team experiences me as emotionally consistent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SECTION SCORE: \_\_\_\_\_ / 30

*"Proverbs 16:32 — "Power is restraint.""*

### 2 ACTIVE LISTENING

	1	2	3	4	5
I give full attention in conversations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I ask clarifying questions before responding.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I avoid interrupting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People feel heard after meeting with me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I remember personal details shared with me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SECTION SCORE: \_\_\_\_\_ / 25

*"James 1:19 — "Be quick to listen, slow to speak.""*

### 3 HUMILITY

	1	2	3	4	5
I admit mistakes openly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I actively seek feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I give others credit publicly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I remain teachable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 4 COURAGEOUS COMMUNICATION

	1	2	3	4	5
I address issues promptly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I speak truth clearly and respectfully.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I focus on behavior, not character attacks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I avoid gossip.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expectations are clear under my leadership.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SECTION SCORE:** \_\_\_\_\_ / 25

*"Clarity is kindness."*

## 5 EMPATHY

	1	2	3	4	5
I consider personal context before judging performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I ask how people are doing beyond work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I respond compassionately in crisis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team feels I genuinely care.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I balance empathy with accountability.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SECTION SCORE:** \_\_\_\_\_ / 25

*"You cannot correct what you have not cared about."*

## 6 CONFLICT RESOLUTION

	1	2	3	4	5
I address conflict privately first.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I seek resolution, not victory.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I remain calm during disagreement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prevent gossip from spreading.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conflict strengthens rather than fractures my team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SECTION SCORE:** \_\_\_\_\_ / 25

*"Pursue peace — not just the absence of conflict, but its presence."*

## 7 ENCOURAGEMENT

	1	2	3	4	5
I recognize effort consistently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I celebrate wins, big and small.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I affirm potential in others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team feels valued.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I speak life into discouraged employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SECTION SCORE:** \_\_\_\_\_ / 25

*"Encouragement is oxygen for performance."*

## 8 DECISIVENESS

	1	2	3	4	5
I make timely decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I avoid analysis paralysis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team knows where I stand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I adjust quickly when needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I take responsibility for outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SECTION SCORE:** \_\_\_\_\_ / 25

*"Leaders who cannot decide cannot lead."*

## 9 VISION CASTING

	1	2	3	4	5
I regularly communicate the "why."	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I connect tasks to mission.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My team understands long-term direction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I repeat vision consistently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People feel their work matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SECTION SCORE:** \_\_\_\_\_ / 25

*"Without vision, effort feels mechanical."*

## 10 INTEGRITY

	1	2	3	4	5
I follow through on commitments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My private life aligns with my public leadership.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I model what I expect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I refuse to compromise values for profit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My word is trusted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SECTION SCORE:** \_\_\_\_\_ / 25

*"Character is who you are when there is no applause."*

### OVERALL TOTAL SCORE

Add all 10 section scores:

**Your Total Score:** \_\_\_\_\_ / 255    **Maximum Possible Score: 255**

### OVERALL LEADERSHIP HEALTH

- 210 – 255**    Transformational People-Centered Leader
- 165 – 209**    Strong with developmental growth areas
- 110 – 164**    Functional — relational growth needed
- Below 110**    Authority may be outweighing influence

### SKILL GAP IDENTIFICATION

Identify your three lowest-scoring sections. These represent your greatest leadership growth opportunities.

- Which section most affects my team culture? My lowest sections: \_\_\_\_\_
- Which section most affects trust? My lowest sections: \_\_\_\_\_
- Which section most affects performance? My lowest sections: \_\_\_\_\_

### DEVELOPMENT PLAN TEMPLATE

Complete the template below for each of your three lowest-scoring skills:

**SKILL 1:** \_\_\_\_\_ **Section Score:** \_\_\_\_\_ / 25

What specific behavior must change? \_\_\_\_\_

What conversation do I need to initiate? \_\_\_\_\_

Who can hold me accountable? \_\_\_\_\_

What measurable action will I take weekly? \_\_\_\_\_

When will I reassess this skill? \_\_\_\_\_

**SKILL 2:** \_\_\_\_\_ **Section Score:** \_\_\_\_\_ / 25

What specific behavior must change? \_\_\_\_\_

What conversation do I need to initiate? \_\_\_\_\_

Who can hold me accountable? \_\_\_\_\_

What measurable action will I take weekly? \_\_\_\_\_

When will I reassess this skill? \_\_\_\_\_

**SKILL 3:** \_\_\_\_\_ **Section Score:** \_\_\_\_\_ / 25

What specific behavior must change? \_\_\_\_\_

What conversation do I need to initiate? \_\_\_\_\_

Who can hold me accountable? \_\_\_\_\_

What measurable action will I take weekly? \_\_\_\_\_

When will I reassess this skill? \_\_\_\_\_

### 360-DEGREE FEEDBACK OPTION (Highly Recommended)

For deeper accuracy, have the following people complete this assessment anonymously about you:

- **Your Supervisor**    1 person
- **Peers**    2 people
- **Direct Reports**    3 people

*Compare scores. The gap between your self-score and others' scores reveals your leadership blind spot.*

### FINAL REFLECTION

*You can have intelligence without influence.*

*Authority without trust. Strategy without loyalty.*

*But when your people skills are strong — your leadership multiplies.*

**Competence builds admiration. Character builds trust. People skills build legacy.**