

College Leadership Program Beginning the Leadership Journey: CLP Overview

Competencies Self-Assessment – First and Second Level Leaders

Consider the following statements and rate yourself on the following scale:

5: This is a real strength.

3: I have adequate skills in this area.

1: I could use some improvement in this area.

Look at your “5” and “1” items. Plan to build on your strengths (5 items). Circle the three or four items with the lowest scores to focus on, and assign a priority to them: (H)igh-(M)edium-(L)ow.)

Organizational Strategy	5	3	1	H-M-L
I can describe my organization’s goals and competitive environment.				
I am skilled at preparing strategic plans that align with organizational goals.				
I understand relevant regulations and procedures in higher education.				
I use effective problem-solving and decision making processes based on data-driven evidence.				
I understand how change affects people and how to help them embrace it.				
I am familiar with the culture and processes of a higher-education environment.				
Resources Management				
I understand and apply the principles of higher education finance, budgeting, and accounting.				
I use an effective process to hire, orient and train employees.				
I work with my direct reports to identify performance goals for them that align with the college’s goals.				
I enable my direct reports to achieve their performance goals and more through effective coaching and motivation techniques.				
I appropriately delegate work and responsibility to my direct reports.				
Communication				
I run effective meetings that achieve their stated goals.				
I regularly provide both constructive and positive feedback that is specific and immediate.				
I communicate effectively in writing.				
I communicate effectively orally, fostering open, two-way communication, tailored to the audience.				
I am a skilled listener.				

Collaboration	5	3	1	H-M-L
I embrace and promote the diversity of individuals, cultures, values, ideas, and communication styles.				
I am a skilled team builder.				
I manage conflict by building and maintaining productive relationships.				
I involve team members appropriately in decision-making.				
I create a positive, productive work environment.				
Community College Advocacy				
In my daily actions, I demonstrate an understanding of, commit to, and advocate for the college mission, vision, and goals.				
Professionalism				
I regularly self-assess my performance using feedback, reflection, goal-setting and evaluation				
I manage workplace stress and maintain proper balance between my work and personal life.				
I promote and maintain high standards for personal and organizational integrity, honesty, ethics, and respect for people.				
I use effective time management and organizational skills.				
I value and promote excellence in teaching, learning, and operations.				
Operational Knowledge				
I know what my supervisor expects of me as a supervisor.				
I effectively utilize resources available to help me in my supervisory role (people, organizational departments, Web information, technology, policies and procedures, training, etc).				
I know the internal processes and procedures required to manage the department. List the most critical ones:				