# Leadership Self-Assessment Worksheet

## Instructions:

This worksheet is designed to help you assess your leadership traits in three key areas: Adaptability, Innovation, and Convening Skills. For each question, rate yourself on a scale of 1 to 5 based on how well you demonstrate each trait. Be honest with yourself and consider specific examples from your experiences.

# Adaptability:

**I quickly adapt to changes:**

1 2 3 4 5
Scale: [1 = Rarely adaptable] [5 = Very adaptable]

Can you provide an example of a time when you had to quickly adapt to a significant change in your research project or academic environment? How did you handle it?

**I adjust my approach to overcome obstacles:**

1 2 3 4 5

Scale: [1 = Difficulty adjusting] [5 = Easily adjusted]

Describe a situation where you encountered unexpected obstacles or setbacks in your research. How did you adjust your approach to overcome these challenges?

**I stay informed about emerging trends:**

1 2 3 4 5

Scale: [1 = Rarely stay informed] [5 = Always stay informed]

How do you stay informed about emerging trends, technologies, or methodologies relevant to your field of study? How do you integrate new knowledge into your research?

**I encourage flexibility among team members:**

1 2 3 4 5

Scale: [1 = Not encouraging] [5 = Highly encouraging]

In what ways do you encourage flexibility and open-mindedness among your team members when facing ambiguity or uncertainty in a research project?

**I effectively allocate resources:**

1 2 3 4 5

Scale: [1 = Poor resource allocation] [5 = Excellent resource allocation]
How do you prioritise and allocate resources effectively when faced with competing demands or changing priorities in your research agenda?

# Innovation:

**I introduce novel approaches:**

1 2 3 4 5

Scale: [1 = Rarely innovative] [5 = Highly innovative]

Can you share an example of a time when you introduced a novel approach, technique, or idea to solve a research problem or enhance the quality of your work?

**I foster a culture of creativity:**

1 2 3 4 5

Scale: [1 = Limited fostering] [5 = Extensive fostering]

How do you foster a culture of creativity and experimentation within your research team or academic department?

**I contribute to successful innovations:**

1 2 3 4 5

Scale: [1 = Limited contribution] [5 = Significant contribution]

Describe a successful innovation or breakthrough that you contributed to in your field. What were the key factors that enabled its success?

**I encourage risk-taking:**

1 2 3 4 5

Scale: [1 = Discourage risk-taking] [5 = Encourage risk-taking]

How do you encourage risk-taking and initiative among your team members to explore new research directions or pursue unconventional ideas?

**I translate research findings into impact**:

Can you provide an example of a project where you successfully translated innovative research findings into real-world applications or impact?

1 2 3 4 5

Scale: [1 = Limited translation] [5 = Significant translation]

Convening Skills:

**I facilitate effective communication:**

1 2 3 4 5

Scale: [1 = Ineffective facilitation] [5 = Effective facilitation]

Describe a time when you brought together interdisciplinary teams or stakeholders to collaborate on a research project or initiative. How did you facilitate effective communication and collaboration among diverse participants?

**I build rapport and trust:**1 2 3 4 5

Scale: [1 = Poor rapport-building] [5 = Excellent rapport-building]

How do you establish rapport and build trust with colleagues, collaborators, or partners from different academic or professional backgrounds?

**I organise successful events:**

1 2 3 4 5

Scale: [1 = Low participation] [5 = High participation]

Can you share an example of a successful academic event or conference that you organised or led? How did you ensure active participation and engagement from attendees?

**I manage conflicts effectively:**

1 2 3 4 5

Scale: [1 = Poor conflict management] [5 = Excellent conflict management]

How do you manage conflicts or disagreements that arise during collaborative research projects or team meetings? Can you provide an example of a challenging situation and how you resolved it?

**I leverage networking for project support:**

1 2 3 4 5

Scale: [1 = Limited networking] [5 = Extensive networking]

Describe your approach to networking and relationship-building within your academic community or research field. How do you leverage these connections to convene resources, expertise, or support for your projects?

# Action Planning:

Reflect on your self-assessment and identify one key area for improvement in each category: (-Adaptability, Innovation, and Convening Skills. Write down specific actions you can take to enhance your leadership effectiveness in these areas. Consider setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals to track your progress.

**Adaptability:**

Reflect on your self-assessment in adaptability. What specific aspect of adaptability do you want to focus on improving?

Based on your experiences, what challenges or situations have highlighted the need for greater adaptability in your academic work?

Set yourself a SMART goal related to adaptability.

For example: "Within the next three months, I will actively seek out opportunities to adapt to unexpected changes in my research project and evaluate my progress monthly."

**Innovation:**

Consider your self-assessment in innovation. Which aspect of fostering innovation do you believe needs the most attention?

Think about past instances where you successfully introduced innovation into your work. How can you replicate or build upon those experiences?

Establish a SMART goal for fostering innovation.

For instance: "Over the next six months, I will dedicate one hour each week to brainstorming and implementing new ideas in my research projects, tracking the outcomes and lessons learned."

**Convening Skills:**

Review your assessment of your convening skills. What specific areas within convening skills do you want to develop further?

Reflect on occasions where effective convening skills were crucial for project success. What strategies or techniques can you adopt to enhance your skills in this area?

Define a SMART goal related to improving convening skills.

For example: "By the end of this quarter, I will actively seek opportunities to lead interdisciplinary team meetings and facilitate collaboration, collecting feedback from team members to assess my progress."

# Bonus Development Activity: Narrative CV

Consider using your responses to the self-assessment questions as prompts for crafting a narrative CV. Highlight specific examples and experiences that demonstrate your leadership traits, making your CV more engaging and impactful.