



EXTRAORDINARY LEADERS, EXTRAORDINARY RESULTS

LEVEL 10 LEADER ASSESSMENT
BOLD LEADERS BUILD THEIR SKILLS

KATHE ROMANIELLO
RENAISSANCE COACHING GROUP
www.renaissancecoachinggroup.com



ARE YOU A LEVEL 10 LEADER?

Whether you're a solo pro, team lead, or chief operating officer, leading well requires grit, commitment, focus, and best practices. Level 10 leaders are constantly building their skill set and assessing their habits, strategies, and effectiveness.

Great leadership begins with you. When you hold yourself to high standards, you model high impact behavior.

The purpose of this assessment tool is to give you the opportunity to rate yourself in key areas. The results will give you a framework from which to build upon your strengths.

Use this assessment tool with your leadership team and/or direct reports. Let it form the foundation of extraordinary leadership and extraordinary results.

PERSONAL BALANCE

A great leader begins with a strong personal foundation. Are you in good physical and emotional shape? Are you self-aware and have a clear life plan/vision?

Page | 2

- I have a rewarding life outside of work.
- I have a coach who is developing me personally.
- I don't try to get love or personal needs met at work.
- I'm honest with myself always.
- I center my highest priorities on my top five life values.
- I have a strong personal foundation (wellness, money, time management, relationships).
- I am in great shape and make wellness a high priority.
- I manage my emotions.

HIGH PRODUCTIVITY

High productivity requires courage and commitment. It begins with identifying the negative habits that pull you away from your highest priorities and replacing them with positive habits that support your best self.

- I am 100% current on all work. I don't miss deadlines.
- I prioritize well and delegate everything I can. (This enables me to focus on highest priorities and builds bench strength by giving my team the opportunity to stretch and grow.)
- I have the right equipment and technology to support my efforts.
- I am constantly developing my skills.
- I have clear, written goals and measure my results daily, weekly, monthly, and quarterly.
- I am organized and don't waste time looking for information.
- My work space is uncluttered.
- I enjoy my work.
- I am proactive, rather than reactive. When problems arise, I get to the root cause of the problem and resolve it. I expect my team to do the same.

SELF-MANAGEMENT

Success begins with me. I manage myself and am 100% accountable for results.

- I'm always on time and ready for meetings.
- I have strong time-management skills.
- I present a neat, polished appearance.
- I am committed to my personal development.
- I don't over-commit.
- I manage my emotions in my interpersonal interactions.
- I anticipate and resolve problems immediately.
- I know my highest personal and professional priorities and track my progress.
- I delegate or eliminate low priority/low urgency tasks. This enables me to focus my energy where I can have the greatest impact.
- I get away from my desk/office every day to clear my head.
- I ask for help/guidance when needed.

Page | 3

COMMUNICATION

Level 10 leaders are expert communicators.

- My communications are always constructive and respectful.
- My conversations are charge-neutral. I keep my emotions in check.
- I meet people in person whenever possible/practical.
- I treat others with compassion and respect.
- I don't engage in or tolerate gossip.
- I focus on positive change and solution-oriented interactions.
- I expect and encourage accountability, rather than forcing change on people.
- My communication style is direct and respectful.
- I am a skilled listener.

HEALTHY BOUNDARIES

When you're a leader, everyone needs something from you! Level 10 leaders establish strong boundaries and don't allow themselves to play victim. Be willing to maintain strong boundaries so you can work effectively and avoid burnout.

Page | 4

- I take responsibility for failure. I never blame or shame people. I get to the root of the problem and focus on finding solutions.
- I don't volunteer for projects if doing so will prevent me from focusing on my highest priority work.
- I don't allow colleagues to unload their problems on me.
- I am honest with my manager about my work load, priorities, and ability to take on more.
- I consider and evaluate requests before responding.
- I don't overwork. I use my time effectively so I can leave work at a reasonable hour. I expect my team to do the same.

QUALITY WORK

Level 10 leaders focus on excellence, accept 100% responsibility, and make no excuses.

- I do complete work; things don't come back to me for a re-do.
- I am very proud of everything I accomplish.
- My personal standards and best practices are very high.
- I complete projects early or on-time. I negotiate extensions only when unavoidable.
- I strive to always add value.
- Superior customer service is one of my highest priorities.
- I have high expectations for my team and negotiate and communicate expectations with them to avoid confusion and misunderstandings.

TAKE INITIATIVE

Companies need leaders who will take initiative and help the firm grow and stay ahead of the competitive curve. Are you willing?

Page | 5

- I solve problems quickly and easily; then prevent them from recurring.
- I am fearless; I can ask anyone for everything I need.
- I don't wait; I act immediately.
- I always speak up when I see a problem or possibility.
- I don't get involved in projects that take me off track.
- I challenge myself weekly and am constantly stretching outside my comfort zone.
- When I am feeling fear, I reach out for support.
- I'm not afraid of making mistakes if it helps me grow.
- I trust my gut instincts.

MANAGE UP

Help your boss manage you better. Ask for what you need.

- I expect my manager to have high expectations for me.
- I keep my manager fully informed (the good and the bad) so there are no surprises.
- I expect weekly meetings with my manager.
- I make strong requests of my manager, so I grow in my role.
- I am not competitive with my manager or subordinates. We all add value and have important work to do.
- I am not afraid to bring problems to my manager. I respect his/her input and knowledge base.
- I brief my manager well with data, options, and recommendations
- I am in frequent communication with my manager.

STAFF DEVELOPMENT

A level 10 leader supports the team/department and advocates on behalf of the group and individual members. A level 10 leader nurtures a learning environment and develops employees for extraordinary results.

Page | 6

- I nurture a learning environment. I expect my direct reports to identify [quarterly][annual] stretch goals aimed at increasing their competencies and value to the organization.
- I've assembled a team that is set up to maximize strengths, not weaknesses.
- I expect collaboration from my team, not competition.
- I say what I mean and maintain a high level of transparency.
- I focus on people AND results. I am quick with praise.
- I address performance issues as they arise.
- I provide frequent feedback and expect my team to do the same.
- I use a coaching leadership model and expect a high level of personal accountability and ownership from each team member.
- I use my team as my resource and ask for input.
- We are a team, not a support group. I expect everyone to bring their best, to be constantly learning, and a commitment to growing their skill set.
- I strive for positive interactions and invest the time to respect the needs of individual team members.

CAREER PATH

If you don't take responsibility for designing your professional development, you will be driven and limited by circumstances.

- I nurture strong relationships with people who can mentor and advance my professional development.
- I am not afraid to get noticed and to shine.
- I understand my firm's policies and embrace them.
- I'm up to speed on all relevant industry developments.
- I am respected as a role model.
- I have a clear plan for my professional development.
- I focus on ways to improve my team, the company, and our services.

- I know what it takes to get ahead and track my progress.
- I contribute to firm culture.
- I know and support my company's mission, values, and goals. Our team/my department lives the organization's mission, value and goals.

CLOSING

I hope you find this assessment useful.

Extraordinary leaders are always learning, growing, and exploring new ways of increasing their effectiveness. Use this assessment to drive your own personal development, and as a prompt to help you build your team's bench strength.

I wish you continued success in your leadership journey!

Kathe Romaniello helps technical experts build they leadership skills so they can **inspire and achieve extraordinary results.**

Are you ready for a change? Mid-career is a pivotal time for charting a new course. Change direction. Build your leadership skills. Revitalize your career trajectory. Stop waiting for things to happen. It's up to you to make the first move.

Contact information:

kathleen@renaissancecoachinggroup.com

Phone: 215.632.1872