



Utilizing Support Systems

Greek Leadership Self-Appraisal

INSTRUCTIONS

Below you will find several areas of leadership competencies. Under each area a variety of specific skills or knowledge bases are listed. For each specific skill, rate your level of ability using the following scale.

- 1 - Fully developed; can demonstrate this skill at high levels.
- 3 - Somewhat developed; can demonstrate this skill at average levels.
- 5 - Not yet developed this skill.

After rating each of the skill areas, identify those skills that are (1) most important to being successful in your present or desired leadership position, and (2) most often rated 3 or 5. These skills represent your most important areas for development. Prioritize these areas for development and set personal learning goals for yourself using the worksheet provided. Use the space provided in between the lines to take notes.

Organizational Management

- _____ Prepares detailed meeting agendas and distributes them in advance.
- _____ Recognizes and encourages leadership potential in members.
- _____ Regularly rewards individually and in public the contributions of group members.
- _____ Facilitates group discussion to consensus. :
- _____ Enables individuals to contribute to group goals and efforts.
- _____ Ensures successful organizational transition, including running officer training retreats, keeping program evaluations and records, calendar planning, etc.
- _____ Develops a sense of responsibility to the group goals in individual members.
- _____ Allows for individuals and the group to make low-risk mistakes.
- _____ Ensures all events and programs are evaluated in a timely fashion.
- _____ Encourages ideas other than your own to be heard and implemented.
- _____ Actively seeks the input of others.
- _____ Keeps constituents regularly informed of group goals and progress.
- _____ Delegates responsibility to appropriate individuals and ensures individuals have the information necessary to fulfill their responsibilities.
- _____ Understands parliamentary procedure and can run effective meetings.
- _____ Understands situational leadership and is able to adapt leadership style to meet members' different levels of development.
- _____ Implements periodic goal setting processes and develops action plans for goal achievement.



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Communication

- _____ Provides specific, timely feedback to individuals regarding their performance.
- _____ Confronts privately inappropriate behavior or lack of follow-through on leadership responsibilities.
- _____ Presents ideas clearly and concisely in front of a group or in a public setting.
- _____ Articulates clearly a vision and goals for the organization.
- _____ Communicates trust confidence, and belief in individual members of the organization.
- _____ Writes concise grammatically correct business correspondence.
- _____ Listens well and responds promptly to individual and group concerns, needs, and questions.
- _____ Acknowledges members with good eye contact and appropriate non-verbal communication.

Resource Utilization

- _____ Uses appropriate international bylaws and position statements.
- _____ Seeks outside perspectives from external thought and opinion leaders.
- _____ Fully utilizes available resources to meet group needs.
- _____ Taps talent of alumni whenever possible.
- _____ External Relations
- _____ Meets regularly with key university administrators.
- _____ Meets regularly with elected leadership of other major student organizations.
- _____ Meets regularly with key community leaders.
- _____ Represents organization's and members' opinions at major university events and on committees and reports on these committees to constituents.
- _____ Meets with chapter presidents (or other leaders) and visits chapter meetings to present organizational goals.
- _____ Represents organization positions in the media and can articulate such positions clearly in newspaper and television interviews.
- _____ Builds coalitions with other individuals and organizations for mutually beneficial projects and activities.
- _____ Ensures individual and organizational efforts support the mission of the host institution and the needs of the surrounding community.



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Personal Development

- _____ Builds in regular time for relaxation and stress relief.
- _____ Plans regular time for personal reflection and reexamination of personal goals and priorities.
- _____ Maintains an appropriate balance between leadership responsibilities, academics, and other personal priorities.
- _____ Regularly exercises and eats balanced meals.
- _____ Carefully evaluates leadership positions available and selects appropriate opportunities.
- _____ Strives to incorporate personal and Delta Chi values into daily decision-making.
- _____ Seeks personal development opportunities such as attending workshops, conferences, etc.
- _____ Keeps abreast of community, social, and world issues.
- _____ Models appropriate behavior for others including the Basic Expectations of a Delta Chi.

Notes:

