

# Leadership Skill Mastery

## The Right Skills for Each Level of Leadership

Have you ever wondered if a candidate for a promotion has what it takes to rise to the next level of leadership.

The following page contains a set of 29 leadership skills and maps each level of leadership to the appropriate degree of mastery for each skill. You can use this framework to assess and train potential leaders.

The leadership levels are as follows

- **T1:** Executives
- **T2:** Managers
- **T3:** Project, Group, or Team Leaders
- **T4:** Front Line Employees

The degrees of mastery from least to greatest are

- **Basic:** They are familiar with the concept and make a regular effort to apply it to their daily work
- **Intermediate:** They understand the concept and consistently apply it to their daily work
- **Advanced:** They have internalized the concept, consistently apply it to their daily work, and regularly instruct, train, and mentor others as well
- **Mastery:** The concept has become second nature. It defines what they do and how they do it, and even to an extent who they are

Skill	T4	T3	T2	T1
Time/Productivity Management	Basic	Intermediate	Advanced	Mastery
Priority Management	Basic	Intermediate	Advanced	Mastery
Crisis Management	Basic	Intermediate	Advanced	Mastery
Effective Decision-Making	Basic	Intermediate	Advanced	Mastery
Difficult Conversations	Basic	Intermediate	Advanced	Mastery
Conflict Management	Basic	Intermediate	Advanced	Mastery
Communication Skills	Basic	Intermediate	Advanced	Mastery
Inclusiveness	Basic	Intermediate	Advanced	Mastery
Embracing Change	Basic	Intermediate	Advanced	Mastery
The Enterprise Commitment	Basic	Intermediate	Advanced	Mastery
Delegation		Basic	Intermediate	Advanced
Stamina		Basic	Intermediate	Advanced
Discipline		Basic	Intermediate	Advanced
Objectivity		Basic	Intermediate	Advanced
Ownership & Self-Accountability		Basic	Intermediate	Advanced
Driving Accountability		Basic	Intermediate	Advanced
Performance Management		Basic	Intermediate	Advanced
Coaching & Mentoring		Basic	Intermediate	Advanced
Empowerment		Basic	Intermediate	Advanced
Hiring Winning Teams		Basic	Intermediate	Advanced
Creating Alignment		Basic	Intermediate	Advanced
Enterprise View			Intermediate	Advanced
Intellectual Rigor			Intermediate	Advanced
Understanding Financials			Intermediate	Advanced
Leading Change			Intermediate	Advanced
Driving Innovation			Intermediate	Advanced
Culture Setting				Advanced
Ownership -v- Management				Advanced
Stakeholder Relationships				Advanced