**** **Leadership Ladder – Level 1 Assessment**

Welcome to the Assessment Tool for Level 1 of the Leadership Ladder. Level 1 has been designed for our aspiring Managers, Supervisors, Team Leaders, People Managers and Senior Leaders.

We recognise that good leadership is key to effective, motivated teams and an excellent service. Leadership is a profession in its own right; therefore, refreshing our understanding and knowledge is as necessary as it is for other professions.

The purpose of this assessment is to help you recognise the leadership skills and behaviours you already use, and to identify any areas which would be of benefit to you and your team to further develop through the Leadership Ladder tool. To ensure you are fully recognising your existing skills and accurately identifying areas for development, you should discuss this assessment with your manager, who will discuss each element with you approving your application of the behaviour. You manager will then complete the Reporting Tool (via People First) on attainment of all elements.

| **Level 1** | **Element…** | **Can/Do I…** | **I will learn how to do this /** **develop my confidence** | **I do this**  | **Comments**e.g. is the behaviour/skill used consistently? | **A good example of this is** |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1. **Sharing ideas and information with my team**
 | * Use active listening skills
* Create an environment where everyone can share and reflect
 |  |  |  |  |
| 1. **Adapting my style**
 | * Adapt my communication style to suit my audience
 |  |  |  |  |
| 1. **Communicating organisational strategy and team purpose**
 | * Describe our organisation and directorate strategies
* Maximise self-motivation in my team, by clearly linking our purpose to what matters to individuals
 |  |  |  |  |
|  | 1. **Building trust within and across teams**
 | * Provide and receive feedback
* Effectively use influencing skills
 |  |  |  |  |
| 1. **Actively encouraging and role modelling respect for diversity, inclusion and equality of opportunity**
 | * Challenge unconscious bias and create an environment of inclusivity
* Promote a positive organisational culture through our behaviours
* Describe equality, diversity and inclusion as it applies to my workplace
 |  |  |  |  |
|  | 1. **Creating a team climate where people are self-motivated, enabling them to better use their strengths**
 | * Recognise strengths, achievement and good behaviour
* Describe different leadership styles to support people, improve performance and understand motivation
* Describe what coaching is
 |  |  |  |  |
| 1. **Being self-aware and reflecting on my own performance**
 | * Seek and act on feedback
* Consider and act upon my learning and growth plan
 |  |  |  |  |
|  | 1. **Managing relationships with customers effectively**
 | * Build relationships
* Have an awareness of managing conflict effectively
* Demonstrate behaviours that enhance my emotional intelligence
 |  |  |  |  |
|  | 1. **Supporting the development of people through coaching and on-going performance discussions**
 | * Carry out or contribute to appraisals / talent discussions / development planning
* Implement HR processes (where appropriate)
 |  |  |  |  |
| 1. **Applying good business practices**
 | * Have a basic understanding of financial management
* Follow relevant policies and procedures for my job role
* Ensure my team follow and are trained in the necessary policies and procedures
 |  |  |  |  |
| 1. **Role modelling safety and well-being through leadership and engagement behaviours**
 | * Use behavioural safety principles
* Compliant in mandatory training
* Describe what services are available for well-being
 |  |  |  |  |
|  | 1. **Managing change effectively, demonstrating personal ownership and engaging the team**
 | * Implement and describe change so others understand how their tasks and actions deliver and support the aims
* Know when and where to seek support with change
 |  |  |  |  |

**Once you have completed Level 1 of the Ladder, please report this via the reporting tool on People First.**