



## Off-the-Chart Leadership Results™ Inventories

### What's a Skill Inventory?

A Skill Inventory is a detailed report of skills and behaviors that flag areas of competency and opportunities for development. Professionals stay in peak performance by constantly honing their skills to stay on track so that they can best serve their customers' needs.

### Why an Inventory Gap Analysis?

Off-the-Chart Leadership Results™ Inventories provide two reports that measure gaps in performance as follows:

1. pin-point 80 areas of strengths and opportunities for development
2. survey abilities, assets, and resources for management and supervisory excellence
3. organize a strategic approach for skill improvement based on real needs
4. eliminate ineffective habits and behaviors
5. save valuable time in managing performance—coaching to specific needed areas
6. motivate behavior towards measurable goals
7. diagnose skill deficiencies and gaps causing poor performance
8. provide a behavioral measurement tool for tracking performance
9. create accountability
10. eliminate management/supervisory slumps
11. develop peak performance

No matter how much experience we've had, we all have strengths, limitations, and developmental opportunities. No one is perfect all the time. We all need to assess what's consciously *and* unconsciously lacking in our skills or behaviors if we are to maximize our energy, time, and resources.

### ***Now is the time to assess where you are in your career.***

Beginner, intermediate, and experienced pros will all benefit from learning not only the process of achieving Off-the-Chart Leadership Results™, but also the skills, attitudes, and behaviors necessary to create peak performance. Off-the-Chart Leadership Results™ is based on 60 years of combined research to provide you with insights that literally soar "off-the-chart," beyond imagined expectations.

Two Off-the-Chart Leadership Results™ Inventories are available:

1. Leadership Cycle-Management Inventory
2. Leadership Self-Management Inventory

*See next pages for detailed information, indexes, and training programs.*



## Off-the-Chart Leadership Results™ Inventories

### Leadership Cycle-Management Inventory

Today's leaders and managers need regular skill assessment and feedback in order to work at peak productivity and remain competitive. Chart Learning Solutions' Leadership Self-Management Inventory not only measures the eight critical areas of personal management competency, but also reveals the sequence in which they take place in order to drive desired results. This is a 60-question self-scoring tool to diagnose strengths and opportunities for improvement in coaching leadership performance. You may also request Chart Learning Solutions' more comprehensive Skill Inventory Coaching Guide that provides personalized coaching recommendations.

#### STAGE 1: HOME

1. Time Management
2. Standards & Expectations

#### STAGE 2: HELP

3. Developing People
4. Motivating Others

#### STAGE 3: CHALLENGE

5. Monitoring Progress
6. Influence

#### STAGE 4: PRIZE

7. Evaluating Results & Feedback
8. Recognition

Chart Learning Solutions' training modules are also available for each skill area. Call for customized outlines.

Approximate time for completion: 10 minutes

See the following page for a detailed index of skills being assessed.



## Leadership Cycle-Management Inventory: Index of Skills

### Skill Index

#### 1. TIME MANAGEMENT

- Effective: Missions & Goal Setting
- Efficiency: Eliminating Time Wasters
- Scheduling/Manage "A" Priorities
- Finding Hidden Time
- Maximizing Productivity

#### 5. MONITORING PROGRESS

- Procrastination
- Measurement Tools
- Staying on Track
- Contingency Plans
- Flexibility

#### 2. STANDARDS & EXPECTATIONS

- Quality Control Standards
- Expectations
- Gaining Buy-In
- Leadership Expectations
- Commitment of Others

#### 6. INFLUENCE

- Earned Leadership
- Appropriate Use of Power
- Unpopular Positions
- Empowerment
- The Right Talent

#### 3. DEVELOPING PEOPLE

- Assessing Needs
- Training
- Team Building
- Coaching
- Delegating

#### 7. EVALUATING RESULTS & FEEDBACK

- Quality Control
- Motivating Feedback
- Performance Reviews
- Unexpected Outcomes
- Continuous Learning

#### 4. MOTIVATING OTHERS

- Motivating High Performance
- Incentive Programs
- Maintaining Morale
- Positive Reinforcement
- Dealing with Indifference

#### 8. RECOGNITION

- Informal Rewards
- Formal Rewards
- Employee Suggestion Awards
- Acknowledging Effort
- Succession Management



## Off-the-Chart Leadership Results™ Inventories

### Leadership Self-Management™ Inventory

Today's leaders and managers need regular skill assessment and feedback in order to work at peak productivity and remain competitive. Chart Learning Solutions' Leadership Self-Management Inventory not only measures the eight critical areas of personal management competency, but also reveals the sequence in which they take place in order to drive desired results. This is a 60-question self-scoring tool to diagnose strengths and opportunities for improvement in coaching leadership performance. You may also request Chart Learning Solutions' more comprehensive Skill Inventory Coaching Guide that provides personalized coaching recommendations.

#### STAGE 1: HOME

- 9. Expertise and Employee Retention
- 10. Change Management

#### STAGE 2: HELP

- 11. Role Modeling
- 12. Communication

#### STAGE 3: CHALLENGE

- 13. Problem Solving & Decisions
- 14. Conflict Management

#### STAGE 4: PRIZE

- 15. Accountability
- 16. Character Building

Chart Learning Solutions' training modules are also available for each skill area. Call for customized outlines.

Approximate time for completion: 10 minutes

See the following page for a detailed index of skills being assessed.



## Leadership Self-Management Inventory: Index of Skills

### Skill Index

#### 1. EXPERTISE/EMPLOYEE RETENTION

- Depth and Breadth of Knowledge
- Confidence in any Situation
- Leadership Credibility
- Hiring the Right Talent
- Retaining the Right Talent

#### 5. PROBLEM SOLVING

- Problem-Solving Steps
- Analytical & Intuitive Skills
- Troubleshooting
- Decision-Making
- Fostering Creativity

#### 2. CHANGE MANAGEMENT

- When to Manage or Lead
- Project Management
- Five Criteria for Worthwhile Results
- Transition Management
- Leading Non-Stop Change

#### 6. CONFLICT MANAGEMENT

- Causes of Conflict
- Group Conflict
- Conflict Management Strategies
- Conflict Resolution Strategies
- Difficult People

#### 3. ROLE MODELING

- Exemplary Behaviors and Attitudes
- Integrity
- Honesty
- Mentoring
- Building Trust

#### 7. ACCOUNTABILITY

- Sharing the Glory
- Personal Responsibility
- Personal Feedback
- Personal Consequences
- Organizational Consequences

#### 4. COMMUNICATION

- Communicating Clearly
- Meeting Skills
- Presentation Skills
- Interpersonal Skills
- Sharing Information

#### 8. CHARACTER BUILDING

- Doing Your Best
- Self-Worth
- Leadership Characteristics
- Best Friend
- Continuous Growth