

PS Leader Pre-Training Exercise

The Performance Skills Leader assessment will enable you to compare your beliefs about your leadership to the perceptions of the people you work with closely: your boss, direct reports, and peers. This assessment conducts a structured evaluation of important behaviors and competencies you use to lead and perform your job. The comprehensive report you receive will identify development needs, areas where you and your boss have differing beliefs about what is important in your job, and your greatest strengths.

The Importance of Strengths

Strengths are essential to your performance. You can improve your use of strengths in two ways:

- After objectively identifying your strengths, you should further develop them by setting goals and adding best practices that further leverage those strengths.
- The strengths of your direct reports are just as important as your own. You need to actively identify their strengths, make them aware of their strengths, and encourage them to develop those strengths.

Identifying Strengths

Below are four actual PS Leader behaviors with sample ratings provided for our example, “John Doe”.

Sample Leadership Behaviors	Required Proficiency	Current Proficiency	Gap
Empowers others by sharing power and authority commensurate with delegated responsibilities.	2	4	+2
Identifies ways to improve the efficiency and effectiveness of procedures, processes, and structures.	5	5	0
Creates an environment that encourages open communication and collective problem solving.	4	5	+1
Maintains technical proficiency in area of responsibility.	3	5	+2

SCALE: 1 = No Proficiency 2 = Low Proficiency 3= Moderate Proficiency 4 = High Proficiency 5 = Very High Proficiency

The scale above was used with both ratings. Required Proficiency is how important something is in the job. Current Proficiency is their actual level of mastery. The gap is the difference between the two, with negative gaps wherever Required Proficiency exceeds Current Proficiency.

Rank John Doe’s strengths from 1st to 4th from the four sample behaviors with their ratings provided above.

_____ Top Strength _____ 3rd Highest Strength
_____ 2nd Highest Strength _____ 4th Highest Strength

Retain this worksheet to review when you participate in the session section on identifying your own strengths. Your facilitator will provide the correct answers and explain them.