Leadership Skills for Success

Creating Open & Inclusive Environment
- Willingly admits to mistakes and offers apologies if warranted.
- Creates an environment free of fear where mistakes are viewed as opportunities for learning.
- Creates an environment of honesty and openness where people can be themselves and feel valued.
- Demonstrates fairness and consistency in decision making; works with others to solve problems rather than finding blame.
- Demonstrates a willingness to listen to new ideas, alternatives and perspectives.
- Values and respects each member of the University community, regardless of position.
- Acknowledges the support and contributions of others in achieving results.

Exemplifying Interpersonal Effectiveness
- Puts others at ease, even in difficult situations.
- Manages emotions and responds calmly in stress inducing situations.
- Conveys respect and professionalism in interactions.
- Demonstrates consistent, positive behavior when interacting with others.
- Is honest and trustworthy; has high standards of personal conduct.
- Demonstrates empathy and compassion for others.
- Actively listens to others; seeks to understand and then to be understood.

Planning & Decision Making
- Anticipates obstacles; takes calculates risks to achieve a goal.
- Has an end in mind.
- Embraces, promotes and implements change.
- Secures and utilizes resources to respond to opportunities and problems.
- Monitors and re-evaluates decisions, priorities and plans in order to achieve a vision.
- Stand behind and takes responsibility for his or her decisions.

Problem Solving
- Is able to synthesize complex information towards a positive outcome.
- Utilizes their own and others’ depth of knowledge and experience in analyzing problems and making decisions on solutions.
- Demonstrates foresight and imagination to see possibilities, opportunities and trends.
- Asks insightful and probing questions.
- Uses data and metrics to provide accurate and thoughtful analyses.
- Consistently balances the need to seek input and information with the need to move a decision forward.

Delivering Results
- Demonstrates an understanding of the scope of the University, enabling them to accomplish work.
- Articulates and delivers outcomes in support of the University’s goals.
- Takes action to ensure stewardship within his/her organization and the University.
- Delivers results on time and within budget.
- Delivers results today with a sustainable future in mind.

Managing & Developing People
- Communicates important information and decisions in a timely manner.
- Identifies and focuses on the most significant few priorities.
- Provides others with helpful and timely feedback.
- Sets achievable goals, milestones, and deadlines.
- Makes work challenging, meaningful, and engaging for their team.
- Recognizes and develops talent.
- Delegates and provides good exposure for their team members.
- Communicates in a way that people have a clear understanding of the desired result.