

### Ten Essential Nonprofit Leadership Skills and Experiences Assessment | Worksheet

This worksheet is designed to help you map your course by first evaluating where you are on the path and then providing an assessment tool so that you know exactly what strengths you will build on and what weaknesses you will need to overcome.

On the next few pages, you will see 10 Essential Skills listed. I have found that these skills/experiences are vital for nonprofit professionals at *any* stage of their career and are particularly important for those aspiring to senior-level positions.

For each skill, give yourself time to carefully evaluate each element in terms of your confidence in demonstrating the knowledge or skill required for leadership.

Perform a self-assessment of your proficiency in that area using the following scale:

- 1 = Needs Significant Improvement
- 2 = Needs Some Development
- 3 = Capable and Effective
- 4 = Clear Strength

After assigning a rating, choose 1-2 action items you can commit to *improve* your skills in that area (if you rated it a 1 or 2) or *better leverage* your skills in that area (if you rated it a 3 or 4) over the next year.

After you have completed this worksheet, the next step will be to filter the skills and experiences on the worksheet through the Personal SWOT Analysis which is discussed in Chapter 4 (Get in Shape) of *Your Path to Nonprofit Leadership*.

#### Example

#### LEARNING PLAN

**Current Assessment (1-4):** 2

**Action Items to Improve/Better Leverage This Skill:**

1. Obtain my CFRE by the end of 2022
2. Read Cal Newport's *A World Without Email* in the next 30 days



**1) LEARNING PLAN:** Short- and long-range plan: graduate education, certification(s), professional development reading

<b>Current Assessment (1-4):</b>
<b>Action Items to Improve/Better Leverage This Skill:</b> 1.  2.

**2) PERSONAL ORGANIZATION:** Clear system of capture, prioritization, and assessment

<b>Current Assessment (1-4):</b>
<b>Action Items to Improve/Better Leverage This Skill:</b> 1.  2.

**3) STRATEGIC PLANNING:** Evidence of developing both personal and professional long-term plans

<b>Current Assessment (1-4):</b>
<b>Action Items to Improve/Better Leverage This Skill:</b> 1.  2.

**4) NONPROFIT/SECTOR:** Comfort discussing key trends, issues, and media related to philanthropy

<b>Current Assessment (1-4):</b>
<b>Action Items to Improve/Better Leverage This Skill:</b> 1.  2.

**5) FINANCIAL ACUMEN:** Comfort discussing organization's budget (top revenue + expense drivers; sources of funding) and relevant economic conditions

<b>Current Assessment (1-4):</b>
<b>Action Items to Improve/Better Leverage This Skill:</b> 1.  2.

**6) SPEAKING:** Evidence of quality public speaking/presentation opportunities; also, effectively speaking in small groups and 1:1

<b>Current Assessment (1-4):</b>
<b>Action Items to Improve/Better Leverage This Skill:</b> 1.  2.

**7) WRITING:** Evidence of narrative, persuasive, business, and personal writing; including memos to board members, succinct emails, etc.

**Current Assessment (1-4):**

**Action Items to Improve/Better Leverage This Skill:**

- 1.
- 2.

**8) LISTENING/CONVERSATION:** Active listening skills, note-taking, not interrupting

**Current Assessment (1-4):**

**Action Items to Improve/Better Leverage This Skill:**

- 1.
- 2.

**9) NETWORKING:** Evidence of civic, community, volunteer, and professional organization involvement

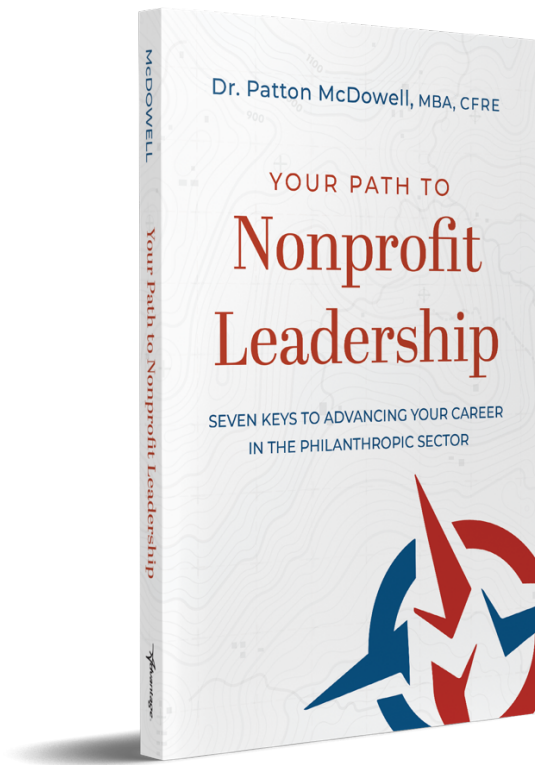
**Current Assessment (1-4):**

**Action Items to Improve/Better Leverage This Skill:**

- 1.
- 2.

### 10) **LEADERSHIP:** Evidence of project management, committee leadership

<b>Current Assessment (1-4):</b>
<b>Action Items to Improve/Better Leverage This Skill:</b>
1.
2.



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