

## Personal Assessment

Name \_\_\_\_\_

Date \_\_\_\_\_

In order to achieve his/her full potential, to what extent must this person change the following behaviour:

	Little or no change required	Moderate change required	Substantial change required
Become a better listener	1	2	3
Learn to give positive feedback	1	2	3
Learn how to handle difficult employee situations	1	2	3
Learn to become more assertive	1	2	3
Learn to become less aggressive	1	2	3
Learn to make his/her own decisions	1	2	3
Learn to coach employees	1	2	3
Become less directive; more persuasive	1	2	3
Control anger effectively	1	2	3
Control depression	1	2	3
Control stress effectively	1	2	3
Learn to manage paperwork	1	2	3
Become more organized	1	2	3
Learn to manage his/her time	1	2	3
Learn to become an effective team leader	1	2	3
Stop procrastinating and become more decisive	1	2	3
Become more sensitive to feelings of others	1	2	3
Learn to delegate more	1	2	3

Are there any other issues that this person should treat as development areas?

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