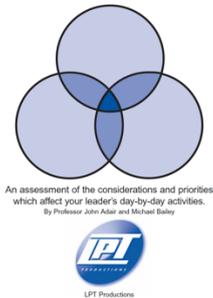


EFFECTIVE LEADERSHIP ASSESSMENT



Effective Leadership Assessment Trainer's Guide

You will find this questionnaire very easy to use. The only requirements needed by a trainer to run a session using this questionnaire are:

- Knowledge and understanding of the leadership model by John Adair.
- The necessary sensitivity which a tutor needs in the everyday handling of such courses where observation, analysis and critique are part of the course structure.

THE PURPOSE OF THE EFFECTIVE LEADERSHIP ASSESSMENT

The Effective Leadership Assessment is completed by 1-5 team members who report to the leader attending the course, and thus gives the team's view of the individual's leadership skills. The results of the assessments are then compared with the Personal Leadership Profile which is filled in by the individual.

The purpose of this process is to obtain more than one view of an individual's leadership skills. The results can help the course member to communicate with his/her team as well as develop an action plan for the future.

TRAINER'S CHRONOLOGY FOR USE OF THE EFFECTIVE LEADERSHIP ASSESSMENT

1. COMPLETION

Have each of the course delegate's team members fill in an ELA at least one week before the start of the course. This allows them time to fill it in and return it to you.

Try to brief each of the team members on the purpose of the ELA.

When the forms are returned, you add up the scores and transfer them to the analysis sheets at the back of the forms.

2. THEORY INPUT

When the course members have completed their Personal Leadership Profiles, you will conduct a session explaining the theory of Action Centred Leadership. It is important that the course members have an understanding of the three circle model and the importance of the interrelationship between the circles.

3. THE SCORING PROCESS

At the end of the "Input" session you can now instruct the course members to break the seals on their PLP's and open up the back cover. Once everybody has finished adding up their scores the profiles can be interpreted.

4. INTERPRETING THE SCORES

Handout the ELA's, which have been prepared earlier and allow the course members time to compare the results.

5. CONCLUSION

The profiles obtained by each person should be regarded as private. However, experience has shown that group discussions about the results are beneficial.