

How Effective Are You? Test Your “People Skills”...

Answer “yes” or “no” to the following questions. Give yourself one point for each “yes” answer.

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| 1. | I have a compelling vision for my work and life and communicate it openly. | Yes/No |
| 2. | I know how to inspire a shared vision among my team. | Yes/No |
| 3. | My communication skills are quite good. | Yes/No |
| 4. | I feel comfortable asserting my needs and concerns. | Yes/No |
| 5. | I know how to get my point across quickly and respectfully. | Yes/No |
| 6. | I know how to put people at ease. | Yes/No |
| 7. | I am a good listener. | Yes/No |
| 8. | I am open to new ideas and other points of view. | Yes/No |
| 9. | I talk about both problems and successes. | Yes/No |
| 10. | I know how to smooth out a sticky situation. | Yes/No |
| 11. | I feel comfortable giving constructive feedback. | Yes/No |
| 12. | I address conflict quickly. | Yes/No |
| 13. | I have a solid system in place for resolving conflict and use it regularly. | Yes/No |
| 14. | I can empathize with other people’s feelings and needs. | Yes/No |
| 15. | I am fairly flexible. | Yes/No |
| 16. | I respond non-defensively when someone challenges me. | Yes/No |
| 17. | I remain calm when I am upset. | Yes/No |
| 18. | I know how to put an end to gossip and rumors quickly. | Yes/No |
| 19. | I mostly maintain a positive attitude. | Yes/No |
| 20. | I consistently strive to improve my interpersonal effectiveness. | Yes/No |

Scoring

20 points – Congratulations! Your people skills are top notch! You are modeling the way for others with such exemplary behavior!

16-19 Points – Good work! Overall, you are likely to communicate and interact quite well with others. Yet, your score indicates a few areas in need of improvement. These can be enriched with training, coaching or self-directed learning.

10-15 points – These results show occasional or frequent signs of difficulty. There are most likely actions/decisions made without adequate thought about their implications. Relationships are most likely showing signs of strain. Professional development would help you enhance competencies and build skills.

5- 9 points – This score indicates lots of room for improvement! You could be far more productive, effective and a lot happier with some help. It’s time to enlist a professional - ASAP!

0- 4 points – Help is what you need – and quickly! This score is symptomatic of critical derailment. Waste no more time – or productivity – it’s time to get help to get back on track!