

INTRODUCTION: Following are a number of specific aspects of behavior that might suggest if a person needs to improve his or her interpersonal skills related to leadership and influence.

INSTRUCTIONS: Check each statement that is generally true for you. You can add to the reliability of this exercise by asking one or two other people who know you well to rate you. Then compare your self-analysis with their analysis of you.

Yes	No	
☐	☐	I am too shy and reserved.
☐	☐	I bully and intimidate others frequently.
☐	☐	I tell others what they want to hear rather than emphasizing the truth.
☐	☐	I have trouble expressing my feelings.
☐	☐	I make negative comments about group members too readily.
☐	☐	Very few people pay attention to the ideas I contribute during a meeting.
☐	☐	My personality is not colorful enough.
☐	☐	People find me boring.
☐	☐	I pay too little attention to the meaning behind what team members and coworkers are saying.
☐	☐	It is very difficult for me to criticize others.
☐	☐	I am too serious most of the time.
☐	☐	I avoid controversy in dealing with others.
☐	☐	I do not get my point across well.
☐	☐	It is difficult for me to make small talk with others.
☐	☐	I boast too much about my accomplishments.
☐	☐	I strive too much for individual recognition instead of looking to credit the team.
☐	☐	Self-confidence is my weak point.
☐	☐	My spoken messages are too bland.
☐	☐	I rarely ever speak to people any longer. Instead I rely on text messages.
☐	☐	I relate poorly to people from cultures different from my own.
☐	☐	I read people poorly.
☐	☐	I display a lot of nervous mannerisms when I am working in a group.

Yes	No	
☐	☐	I do a poor job of making a presentation in front of others.
☐	☐	I multitask, such as receiving a phone call, while talking to another person face-to-face.
☐	☐	(Fill in your own statement.)