

AORN Leadership Skills Self-Assessment

Objective: This self-assessment tool will assist AORN members to identifying their current individual leadership skills and areas for further professional development.

Resources for further leadership development can be found on

<http://www.aorn.org/Community/NominatingLeadershipDevelopmentCommittee/>

and <http://www.aorn.org/Community/OrganizationalLeadershipDevelopment/>

Use the following Likert scale for your responses as you indicate your perceived strengths and weaknesses.

1= very weak 2= somewhat weak 3=average 4= somewhat strong 5= very strong

Rate your perceptions in the following areas:	1	2	3	4	5
COMMUNICATION SKILLS					
AORN Core Value: Communication – open, honest, collaborative					
1. Speaking: Prepared-speaking and presentation skills					
2. Speaking: Impromptu speaking skills					
2. Written communication skills- use of correct grammar, spelling					
3. Listening skills-demonstrate ability to listen and understand various points of view					
4. Conflict-resolution skills					
5. Conveys positive and receptive body language					
6. Meeting management skills (Roberts Rules, agenda development, presiding over meeting)					
7. Information management skills: ability to read, understand and convey thoughts in a professional and succinct manner					
8. Information management skills: knowledge and understanding of information on various issues important to the Association					
9. Electronic communication skills- <i>such as use of electronic discussion forums, electronic mail, PowerPoint, Word documents, Excel etc.</i>					
ORGANIZATIONAL SKILLS					
AORN Core Value: Quality – reliable, timely, accountable					
10. Ability to prioritize issues					
11. Ability to manage time and meet deadlines as needed					
12. Ability to balance life (self, work, home, family, organizational activities, finances, etc.)					
13. Demonstrates a high level of reliability with projects					
VISIONARY SKILLS					
AORN Core Value: Innovation – creative, risk taking, leading edge					
14. Ability to see the “big picture” in perioperative nursing today and into the future					
15. Ability to think “out of the box” on issues and situations					
16. Extent to which you are willing to take risks					
17. Willingness to try something new					
PROFESSIONALISM					
AORN Core Value: Diversity – teamwork, inclusion, respect					
18. I reflect a professional image in all Association activities					
19. Extent to which I handle problems professionally (“grace under fire”)					
20. Ability to effectively work as a team member					
21. Ability to effectively work as a team leader					
22. Experience in local Association activities – <i>such as chapter level, member recruitment, promotion of Association membership</i>					
23. Experience in state Association activities – <i>such as state council, legislative activities</i>					

Rate your perceptions of your strengths and weaknesses in these areas:	1	2	3	4	5
PROFESSIONALISM, continued					
AORN Core Value: Diversity – teamwork, inclusion, respect					
24. Experience in national Association activities – <i>such as committees, task forces, specialty assembly coordinating council</i>					
25. Experience and activity in specialty assembly activities, <i>such as reviewing and participating in discussions</i>					
26. Professional networking experience- national and international					
27. Experience with industry collaboration					
28. Experience with outreach and collaboration with other professionals and associations, <i>such as nursing, academia, other perioperative team members</i>					
ADVOCACY SKILLS					
29. Involvement with local, state, and national policy-making					
30. Extent of legislative outreach					
31. Extent of promotion of professional values to policy decision-makers (being able to testify in support of an issue, etc.)					
32. Ability to promote change or serve as a change agent					
KNOWLEDGE SKILLS					
33. Extent of knowledge about the AORN organizational structure and business					
34. Extent of knowledge in issues important to perioperative nursing					
35. Extent of knowledge about volunteer opportunities within AORN					
36. Has attained perioperative nursing certification- CNOR					
37. Has attained additional specialty nursing certification or board certification, <i>such as orthopedic nursing, nursing professional development, nursing, ambulatory care, Perianesthesia, nurse executive</i>					
38. Completed additional college education in nursing, beyond initial nursing degree					