**Leadership Skills Development**

**Leadership Skills and Competencies**

The key responsibilities for a NGO leader are suggested below. The skills and competencies required to carry out these responsibilities have also been listed. Make a note of which are your strengths and which areas you need to develop. Prioritize the areas of development based on your time line for fulfilling the responsibilities. You can use this list to create an action plan.

|  |  |
| --- | --- |
| **Skills and competencies** | **Strength / area of development** |
| **1. CEO role** |  |
| **Leading organisation** |  |
| * **Understanding legal parameters, processes: accounts, Founding Documents**
 |  |
| * **Exploring new roles**
 |  |
| * **Taking risks, innovating**
 |  |
|  |  |
|  |  |
| **Leading people and teams** |  |
| * **Running meetings effectively**
 |  |
| * **Showing empathy and perspective**
 |  |
| * **Communicating effectively**
 |  |
|  |  |
| **Leading yourself** |  |
| * **Personal Goal Setting**
 |  |
| * **Understanding Personal Values**
 |  |
|  |  |
| **2. Hiring Staff** |  |
| **Leading organisation** |  |
| * **Creating structure, roles**
 |  |
| * **Running meetings**
 |  |
| * **Setting vision and strategy**
 |  |
|  |  |
| **Leading people and teams** |  |
| * **Giving feedback**
 |  |
| * **Delegating tasks and managing completion**
 |  |
| * **Showing empathy and perspective**
 |  |
| * **Conflict resolution**
 |  |
| * **Inspiring others**
 |  |
| * **Communicating vision**
 |  |
|  |  |
| **Leading yourself** |  |
| * **Decision Making**
 |  |
| * **Time management**
 |  |
| * **Solution-focused mindset**
 |  |
| * **Managing stress**
 |  |
|  |  |
| **3. Hiring 2nd line management**  |  |
| **Leading organisation** |  |
| * **Building a functioning Leadership team, giving responsibility, involving others in strategy making**
 |  |
| * **Managing performance**
 |  |
| * **Managing change**
 |  |
|  |  |
| **Leading people and teams** |  |
| * **Delegating whole work areas**
 |  |
| * **Training and developing others**
 |  |
| * **Showing empathy and perspective**
 |  |
| * **Delegating management tasks**
 |  |
|  |  |
| **Leading yourself** |  |
| * **Displaying drive and purpose**
 |  |
| * **Increasing self-awareness**
 |  |
|  |  |
| **4. Interacting with external networks, NGO sector** |  |
| **Leading organisation** |  |
| * **Representing brand of the organization**
 |  |
| * **Attending various forums**
 |  |
| * **Advising numerous other organizations**
 |  |
|  |  |
| **Leading people and teams** |  |
| * **Networking skills**
 |  |
| * **Showing empathy and perspective**
 |  |
| * **Recruiting people to advisory group**
 |  |
| * **Including team members in networking**
 |  |
|  |  |
| **Leading yourself** |  |
| * **Networking skills**
 |  |
| * **Confidence building**
 |  |
| * **Building confidence about work and cause**
 |  |
|  |  |
| **5. Working with board, establishing new ones** |  |
| **Leading organisation** |  |
| * **Understanding the needs of the organisation**
 |  |
| * **Enhancing skills and knowledge**
 |  |
|  |  |
| **Leading people and teams** |  |
| * **Developing board functioning and tasks**
 |  |
| * **Rotating board**
 |  |
| * **Showing empathy and perspective**
 |  |
| * **Managing and executing on expectations of board**
 |  |
|  |  |
| **Leading yourself** |  |
| * **Cooperation skills**
 |  |
| * **Communication skills**
 |  |
| * **Negotiation skills**
 |  |
|  |  |
| **6. Establishing funder base and relationships** |  |
| **Leading organisation** |  |
| * **Priority setting**
 |  |
| * **Long term sustainability planning**
 |  |
|  |  |
| **Leading people and teams** |  |
| * **Developing strong monitoring processes**
 |  |
| * **Establishing trust relationship**
 |  |
| * **Showing empathy and perspective**
 |  |
| * **Building partnerships**
 |  |
|  |  |
| **Leading yourself** |  |
| * **Presentation skills**
 |  |
| * **Confidence**
 |  |
| * **Priority setting**
 |  |