



Capacity Building
Solutions

LEADERSHIP PRESENCE CHECKLIST





INTRODUCTION

Leadership presence isn't about titles or authority—it's about the way you show up. The best leaders inspire confidence, earn trust, and influence others not just through what they know, but through how they carry themselves in every interaction. Presence is the intangible quality that makes people want to listen, follow, and commit.

This checklist is designed to help you take stock of the factors that shape your leadership presence. It covers everything from self-awareness, composure, and communication to emotional intelligence, authenticity, and strategic thinking. It also examines the practical skills leaders need today—team leadership, conflict resolution, networking, crisis management, and time prioritization.

The purpose isn't to measure perfection but to provide clarity. By working through these prompts, you'll see where you already shine and where you may need to be more intentional. Leadership presence can be built, strengthened, and refined—and this tool is here to guide you in making sure your presence matches the leader you aspire to be.

1= Weakness for Me; 2 =Needs Some Work; 3=Average Performer; 4=Above Average Performer; 5=Major Strength

Category	Statement	1	2	3	4	5
Self-Awareness:	I understand the importance of leadership presence in my career and organizational impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Awareness:	I have identified my leadership strengths, weaknesses, and areas for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Awareness:	I have received feedback from peers, mentors, or coaches about my leadership presence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Self-Awareness:	I consistently project confidence and composure, even in high-pressure situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Awareness:	I manage stress effectively and remain calm in challenging circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Awareness:	I use positive self-talk to boost my confidence when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Effective Communication:	I communicate clearly and persuasively to convey my ideas and vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Communication:	I actively listen and show empathy during conversations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Communication:	I use storytelling to make my messages relatable and memorable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Effective Communication:	I adapt my communication style to different audiences and situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Communication:	I use non-verbal cues, such as body language and eye contact, to enhance my communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Influence and Decision-Making:	I can influence decisions and gain buy-in from colleagues, team members, and superiors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influence and Decision-Making:	I use data and evidence to support my proposals and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influence and Decision-Making:	I involve others in the decision-making process and value diverse perspectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influence and Decision-Making:	I involve others in the decision-making process and value diverse perspectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Emotional Intelligence:	I understand and manage my emotions effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Intelligence:	I can empathize with others and consider their feelings and perspectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Intelligence:	I use emotional intelligence to build stronger relationships and resolve conflicts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Authenticity and Trustworthiness:	I am known for my authenticity and genuineness in interactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authenticity and Trustworthiness:	I consistently act with integrity and ethics, even in difficult situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authenticity and Trustworthiness:	I am transparent in my communication and decision-making processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authenticity and Trustworthiness:	I foster trust among team members and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Adaptability and Innovation:	I embrace change and adapt to evolving circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability and Innovation:	I encourage a culture of innovation and creativity within my team or organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability and Innovation:	I am open to new ideas and approaches, and I encourage experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Strategic Thinking:	I have a clear understanding of my organization's vision and strategic goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Thinking:	I can translate strategic objectives into actionable plans and initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Thinking:	I regularly assess the competitive landscape and industry trends to inform my strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Team Leadership:	I effectively lead and inspire my team toward shared goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Leadership:	I provide clear direction and support for team members to succeed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Leadership:	I empower team members to take ownership of their work and decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Leadership:	I foster a culture of collaboration, inclusivity, and accountability within my team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Conflict Resolution and Diplomacy:	I embrace change and adapt to evolving circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Resolution and Diplomacy:	I encourage a culture of innovation and creativity within my team or organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Resolution and Diplomacy:	I am open to new ideas and approaches, and I encourage experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Category	Statement	1	2	3	4	5
Networking and Relationship Building:	I actively network and build relationships within and outside my organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking and Relationship Building:	I maintain a strong professional network that supports my leadership objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking and Relationship Building:	I provide mentorship and guidance to others to help them grow in their careers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Time Management and Prioritization:	I prioritize tasks and manage my time efficiently to achieve strategic objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management and Prioritization:	I maintain a healthy work-life balance to sustain my effectiveness as a leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Crisis Management:	I have a well-prepared crisis management plan in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crisis Management:	I can lead my team or organization effectively during crises or unexpected challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crisis Management:	I communicate with transparency and empathy during crisis situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Career Development:	I have a clear vision of my leadership goals and how I want to evolve my leadership presence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Development:	I seek continuous learning opportunities and development experiences to enhance my leadership skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Development:	I regularly seek feedback from peers, mentors, and superiors to refine my leadership presence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Statement	1	2	3	4	5
Overall Assessment:	I have identified specific areas where I need to develop my leadership presence further.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment:	I have a comprehensive plan in place to work on my weaknesses and leverage my strengths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment:	I regularly track and measure my progress in building my leadership presence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Category	Average Score
Self-Awareness	_____
Effective Communication:	_____
Influence and Decision-Making:	_____
Emotional Intelligence:	_____
Authenticity and Trustworthiness:	_____
Adaptability and Innovation:	_____
Strategic Thinking:	_____
Team Leadership:	_____
Conflict Resolution and Diplomacy:	_____
Networking and Relationship Building:	_____
Time Management and Prioritization:	_____
Crisis Management:	_____
Career Development:	_____
Overall Assessment:	_____
Overall Average	_____

What are my 3 biggest strengths as a leader?

What are my 3 biggest weaknesses as a leader?

What steps do I need to take to improve my leadership presence?
