

Readiness Assessment For Board Service

This is an assessment tool for nurses to use in identifying areas of strength in leadership skills and potential areas for growth. This is intended for personal use. This assessment highlights seven (7) leadership competencies. Although this is not an exhaustive list, the leadership competencies listed are intended to reflect some of the common responsibilities of leaders that participate in board service activities. When completing the assessment, be realistic: Answer the questions according to your current behaviors and level of experience in your work or professional organizations. Be honest and thoughtful.

To complete this assessment, write your number in the **SHADED BOX** that most closely matches **your opinion** of your own actions, using the scale below. At the end of this section, tally the numbers in the shaded area of each column to obtain a total score.

- 1 = Not something I currently do or need to do.**
- 2 = I do this once in a while.**
- 3 = I do this fairly often.**
- 4 = I do this very often.**
- 5 = I do this all the time.**

	A	B	C	D	E	F	G
1. I question and advocate for issues with assertiveness and diplomacy.							
2. I inspire new levels of creativity within the organization to positively impact outcomes.							
3. I am willing to listen and understand the viewpoints of others.							
4. I demonstrate a “can-do” spirit, a sense of optimism, ownership and commitment.							
5. I readily adapt to different ways of doing things.							
6. I communicate in a logical, organized manner.							
7. I can work effectively with a large variety and/or volume of information.							
8. I actively participate in regulatory and professional nursing organizations.							
9. I provide honest, helpful feedback to others.							
10. I champion interprofessional collaboration among nursing, medical, and allied health professionals.							
11. I project a positive image and serve as a role model for others.							
12. I remain calm and reasonable amidst tense or stressful situations.							
13. I convey information clearly and concisely.							
14. I am comfortable making judgements or reaching conclusions about matters that require specific action.							
15. I contribute to the development and discussion of the organization’s goals, objectives, and forecasts and question risks and challenges as they arise.							
16. I shape effective teaching/learning experiences for nursing students and staff.							
17. I support others who are not afraid to take well-reasoned risks.							
18. I energize others by clarifying the broader purpose and mission of their work.							
19. I modify my behavior based on feedback from others.							

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20. I listen carefully and attentively to others' opinions and ideas.									
21. I am comfortable with multi-tasking and handling multiple priorities well.									
22. I am comfortable reading balance sheets and profit & loss statements.									
23. I cultivate opportunities for staff to develop and enhance their nursing leadership skills.									
24. I role model interprofessional relationships for quality care and management practices.									
25. I inspire others to define new opportunities and continuously improve their work, set challenging goals and maintain high standards for performance.									
26. I help others with adjusting to change management and new ways of doing things.									
27. I summarize and reflect on others' comments to ensure understanding.									
28. I am comfortable adhering to tight deadlines and schedules.									
29. I am comfortable reviewing data research and translating it into persuasive arguments to address quality nursing care and service delivery issues for improvements.									
30. I champion a Nursing Professional Practice Council and ensure it is positioned for influence and success.									
31. I cultivate networks with people across a variety of functions and organizations.									
32. I trust others' judgments and recognize that good decisions are made at all levels of the organization.									
33. I show versatility in response to a wide range of situations.									
34. I am comfortable delivering a talk or addressing an audience.									
35. I can dedicate time to prepare for and participate in board activities.									
36. I create and support a safe and healthy work environment in which nurses can provide quality care.									
37. I demonstrate active, visible leadership within the organization.									
38. I involve others in decisions and plans that affect them.									
39. I encourage others to reach beyond what they thought they could do.									
40. I demonstrate a willingness to try new things.									
41. I am comfortable with negotiating with others to accomplish goals.									
42. I comfortable identifying ways to improve the effectiveness of meetings.									
43. I maintain awareness of the ever-changing health care environment and its potential impact on the organization's mission, vision, and values.									
44. I knowingly adjust my interpersonal style to a variety of people and situations.									
45. I create opportunities to promote and celebrate the contributions of individuals to team successes.									
46. I create a climate that inspires development and learning.									
47. I recover quickly from failures.									
48. I express reactions and opinions without intimidating or interrupting others.									
49. I routinely seek out information when needed to increase my understanding.									
50. I demonstrate a clear commitment to advancing excellence and innovation in the nursing practice.									
51. I assume responsibility for my own learning and development by seeking mentors and opportunities for growth.									
52. I seek to understand cultural differences and the value of diversity.									
53. I model behaviors that reflect the organization's vision and values.									

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Shade the bars below to indicate your scores on each of the six letters from the totals on the previous page.

A. Governance

I believe I demonstrate strategic visioning, organizational decision making, and practice innovation.

10 20 30 40 50

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B. Leadership

I believe I demonstrate ability to guide other individuals, teams or organizations towards their current and future goals.

10 20 30 40 50

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C. Relationship Building & Collaboration

I believe I proactively build relationships with individuals and teams across the organization to achieve goals.

10 20 30 40 50

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D. Inspire

I believe I inspire a commitment to a vision and a plan of action with those I interact with.

10 20 30 40 50

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E. Adaptability

I believe I maintain personal effectiveness in the face of ambiguity, shifting priorities and through periods of change.

10 20 30 40 50

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F. Communication

I believe I deliver clear, effective, persuasive messages and I listen attentively and accurately to others.

10 20 30 40 50

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G. Engage

I believe I maintain a personal commitment and dedication to ensure that others are actively involved in contributing their time and efforts towards organizational goals.

10 20 30 40 50

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SKILL	OPPORTUNITIES FOR IMPROVEMENT
Governance	To improve your ability to demonstrate strategic visioning and organizational decision-making, get involved with committee work within your place of employment (if applicable) or through a professional organization. Strive to become more familiar with organizational structure, performance, risk management and strategy. Develop a basic understanding of fiscal management within an organization, and a working knowledge of ethical culture.
Leadership	To improve your ability to guide others, invest in leadership development tools, such as online leadership courses and courses that assist with strengthening communication skills. Volunteer to spearhead a project in your place of employment or within your community organization. Work on putting together teams of others and solicit feedback on your leadership style. Focus on what is important to others and find out what motivates them.
Relationship Building & Collaboration	To improve your networking and collaboration skills, work on developing interpersonal skills that help you foster meaningful connections with others. Start by asking insightful questions and be engaged in learning something new about others' interests. Hone in on your active listening skills by asking open-ended questions. Gain cooperation from others by respecting the experience and opinions of others and encouraging teamwork.
Inspire	To improve your ability to motivate and inspire others, take advantage of opportunities to recognize good work in your co-workers and peers. Strive to remain positive and challenge yourself to find and point out the positive in situations. Be sure to communicate your vision and intentions when engaging in committee work and encourage others to communicate the same.
Adaptability	To improve your ability to adapt in a variety of situations, practice approaching situations with an open mind. This can be accomplished by demonstrating your ability to integrate new information and being receptive to change when working on projects or assignments. Embracing creativity is another way to improve adaptability. Actively seeking new ways to address challenges shows resilience, which is important in your ability to adapt to change. Stepping outside of your comfort zone to embrace new roles and responsibilities also builds new skill sets and improves your ability to adapt in a variety of situations.
Communication	To improve your ability to deliver clear, effective messages, brush up on your non-verbal communication skills. Having an astute awareness of your non-verbal cues allows you to avoid unintentionally sending the wrong message. It is also important to have a clear understanding of the audience you are communicating with. Pay close attention to the cultural norms of various groups in which you interact with—such as within committees, unit staff, and among different groups of friends. This will provide you with cues that can help guide how your communication will vary among different groups of people. Other tips include: Asking for feedback; showing appreciation; and always maintaining a positive attitude can enhance your ability to communicate with others. Use your existing networks to practice and perfect these skills.
Engage	To improve your ability to engage others, focus on activities that build and maintain trust. While in group settings, take advantage of opportunities to demonstrate trust by trusting others to complete tasks. This ensures that your team members feel included and encourages participation. Find ways to serve as a mentor to others and cultivate a relationship that encourages two-way feedback between mentor and mentee. The best way to cultivate this skill is through group settings, such as committee work; through mentorship opportunities, such as preceptorship and training; and through other avenues such as unit councils and team meetings.

For more information on how to find additional resources, improve your leadership skills, or to network with a mentor, contact the NCNA Nurses on Boards Council:

<https://ncnurses.org/networking/councils-and-commissions/nurses-on-boards-2020-council>