

EXECUTIVE PRESENCE

AUDIT

Name

BE-Beginning (I need practice) 1 AP-Approaching (I could use practice) 2 ME-Meeting (I can do it!) 3 EX-Exceeding (I am a Master!) 4

I AM ABLE TO ARTICULATE MY THOUGHTS CLEARLY AND CONCISELY.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM CONFIDENT IN MY PUBLIC SPEAKING ABILITIES.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM A GOOD LISTENER AND ACTIVELY SEEK FEEDBACK.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM ABLE TO ADAPT MY COMMUNICATION STYLE TO DIFFERENT AUDIENCES.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I MAINTAIN GOOD EYE CONTACT.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I USE OPEN BODY LANGUAGE (E.G., UNCROSSED ARMS).

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I HAVE A CONFIDENT POSTURE.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I USE GESTURES EFFECTIVELY TO EMPHASIZE MY POINTS.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I BELIEVE IN MY ABILITIES AND COMPETENCE.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I PROJECT CONFIDENCE THROUGH MY DEemeanOR AND ACTIONS.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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I AM CREDIBLE AND TRUSTWORTHY.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM ABLE TO INFLUENCE OTHERS AND PERSUADE THEM TO FOLLOW MY LEAD.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM AWARE OF MY OWN EMOTIONS AND HOW THEY AFFECT MY BEHAVIOR.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I CAN MANAGE MY EMOTIONS EFFECTIVELY.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM EMPATHETIC AND UNDERSTANDING OF OTHERS' PERSPECTIVES.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I CAN BUILD STRONG RELATIONSHIPS WITH OTHERS.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM A VISIONARY LEADER WHO CAN INSPIRE OTHERS.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM A SERVANT LEADER WHO PUTS THE NEEDS OF OTHERS FIRST.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM A TRANSFORMATIONAL LEADER WHO CAN CREATE POSITIVE CHANGE.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I AM A TRANSACTIONAL LEADER WHO FOCUSES ON REWARDS AND PUNISHMENTS.

BE	AP	ME	EX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SCORING:

CALCULATE YOUR AVERAGE SCORE FOR EACH CATEGORY.

COMPARE YOUR SCORES TO THE FOLLOWING BENCHMARKS:

4.5-5: **EXCELLENT EXECUTIVE PRESENCE**

3.5-4.4: **SOLID EXECUTIVE PRESENCE**

2.5-3.4: **NEEDS IMPROVEMENT/DEVELOPING**

1-2.4: **SIGNIFICANT ROOM FOR GROWTH**

REMEMBER: THIS IS JUST A SELF-ASSESSMENT TOOL. FOR A MORE COMPREHENSIVE EVALUATION, CONSIDER SEEKING FEEDBACK FROM COLLEAGUES, MENTORS, OR A LEADERSHIP COACH.

(EACH AREA BELOW HAS 4 QUESTIONS IN THE ORDER LISTED)

MAIN AREAS:

COMMUNICATION SKILLS

BODY LANGUAGE

CONFIDENCE & CREDIBILITY

EMOTIONAL INTELLIGENCE

LEADERSHIP STYLE

IDENTIFY AREAS WHERE YOU SCORED LOWER.

FOCUS ON IMPROVING THOSE AREAS.

FOR MORE INFORMATION AND MASTERCLASS, GO TO [HTTP://WWW.CENTROFORZAGROUP.COM](http://www.centroforzagroup.com)