

33 VITAL LEADERSHIP SKILLS

FOR IDENTIFYING AND DEVELOPING HIGH-POTENTIAL EMPLOYEES

1	Displays motivational skills that galvanize a team around a common goal
2	Effectively communicates with other departments and teams
3	Exhibits solid time management skills and has consistent record of meeting deadlines
4	Sets clear expectations and goals for themselves and others
5	Leads productive 1x1 meetings, whether with subordinates or their manager
6	Delegates tasks to team members
7	Takes the initiative to suggest new solutions and processes
8	Takes responsibility for errors, mistakes, and misjudgements that occur

THE PUBLIC SECTOR IS KNOWN FOR EMPLOYEE LONGEVITY AND JOB SECURITY, which is why senior positions are often held by older generations in the workforce. However, as the Silent Generation and the Baby Boomers retire, they will leave gaping holes in teams that will need to be filled. In fact, **1 in 5 US Residents will be at retirement age by 2030** (US Census).

The best way to prepare for this is by developing existing team members ahead of time in preparation for them to take over managerial roles when current leaders retire.

Developing the right skills and prioritizing employee growth is also essential to maintaining a workforce that is keen to stay with your organization. According to TinyPulse's Retention Report, **a lack of appropriate management skills makes employees four times more likely to leave.** Developing these key leadership skills can both increase your workforce's stickiness and provide a more stable transition as leaders pass the baton to younger generations.

Here is a list of the most sought after qualities of leaders that can be used to identify the promising individuals in your organization and prime them for growth.

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9 Trains, coaches, and mentors others without being asked

10 Accepts and is willing to try new ideas and suggestions from others

11 Is adept at navigating internal and external resources for gathering knowledge and conducting research

12 Actively strives to learn and absorb new information

13 Shows a knack for managing and resolving conflict

14 Has a deep understanding and commitment to the organization's vision and goals

15 Follows through on commitments

16 Effectively listens to others in and out of meetings

17 Articulately contributes ideas and perspectives in meetings

18 Relates to others across the organization

19 Takes a disarming approach when providing feedback that allays the nerves of other team members

20 Shows trust in team members and managers

21 Takes a genuine interest in other people

22 Demonstrates a foundation of good judgement

23 Expresses empathy for others

24 Shows a willingness to take calculated risks after evaluating risks and opportunities

25 Is flexible and open to organizational change and improvement

26 Expresses gratitude and recognizes others' hard work and accomplishments

27 Asks for increased responsibility

28 Respectfully offers opposing opinions with tact

29 Is willing to make decisions and own the results of those decisions

30 Reads articles and books on management and leadership topics

31 Sets meaningful goals, tracks progress, and keeps manager informed of status

32 Volunteers to take the lead on projects and initiatives

33 Networks to build relationships across the organization



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