

Leadership QPT Report

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Confidential

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Quick Prioritisation Tool

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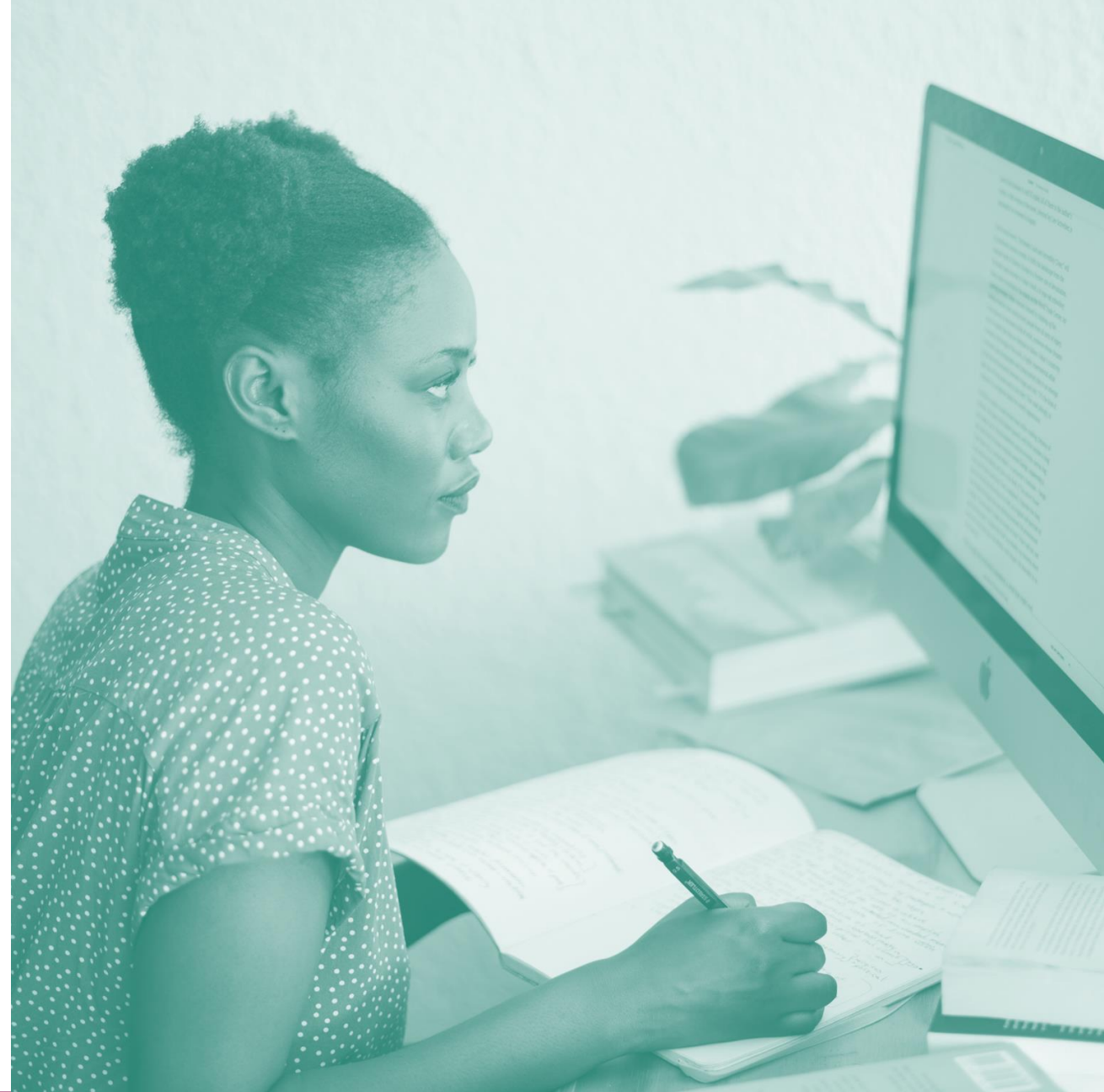
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Introduction

My Leadership Strengths QPT

This section has general information about your report and the benefits of using strengths.

Strengths Based Leadership

The Benefits

Being a leader brings great responsibility. In our decades of work developing leaders, we see a common response to that responsibility: leaders strive to be good at everything. Our experience, and our research, tells us that this 'perfect' leader does not exist. In fact, evidence shows great leaders:

- ✓ Have a strong understanding of their own unique strengths and capitalise on them
- ✓ Address their most important individual weaknesses
- ✓ Understand and tap into the strengths of others

The QPT leverages a strengths based approach to leadership that provides busy managers with the opportunity to start developing the leadership capabilities they need to succeed.

Benefits of Strengths Based Leadership



Individuals feel happier, have more self esteem, confidence and energy, are less stressed, and learn faster when they use their strengths¹



Developing both **leadership** strengths and weaknesses is 3x more effective than focusing on weaknesses alone²

36%

Higher **employee** performance when managed for strengths¹



12.5% increase in **team** productivity when strengths are used daily¹

References: 1. [Cappfinity 'Strengths Profile White Paper'](#) (2018) 2. [Zenger & Folkman 'Developing Strengths or Weaknesses'](#) (2019)

Quick Prioritisation Tool

About Your Report

The My Leadership Strengths Model



The QPT is built using the My Leadership Strengths model which comprises 16 distinct leadership capabilities grouped into four leadership clusters; Self, Others, Results and Organisation.

When you completed the QPT you responded to two specific sections:

1. A self-rating of how effective you are at each of the items within the 16 My Leadership Strengths capabilities
2. A prioritisation of how relevant those capabilities are to your current leadership situation, identifying the 8 most critical

In the **Your Results** section you will see your effectiveness ratings in priority order (page 6), as well as a summary of your own ratings for all 16 capabilities (page 7).

In the **Your Development** section you will find suggestions on how to make the most of your leadership strengths (page 10), along with development tips and exercises for the two capabilities in your top 8 with the lowest effectiveness scores (page 11-14).

Use the action plan on page 15 to clarify your development goals.



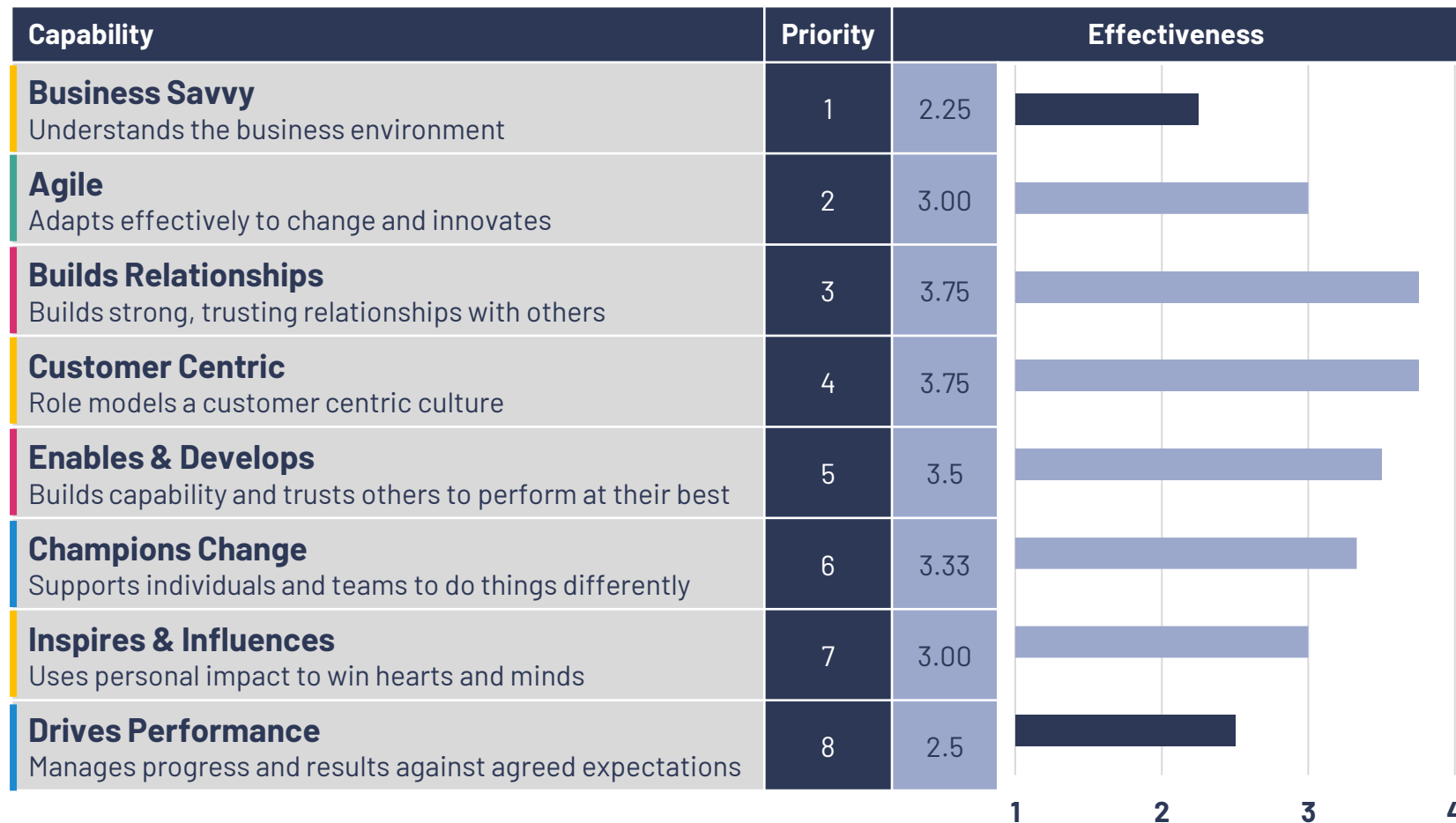
Your Results

My Leadership Strengths QPT

This section contains your individual results based on your responses to the QPT survey. Use this section to clarify your own development priorities.

Your Development Priorities

Identify & Nurture Strengths. Address Weaknesses



1. Identify & Nurture Strengths

Capabilities with high scores (3.5 and above) are areas you should make best use of. They could be your hallmark strengths as a leader if nurtured and refined with practice. Strengths can become derailers if overused, so check they are not overplayed during highly stressful moments. Use the tips on page 10 to nurture your strengths.

2. Address Weaknesses

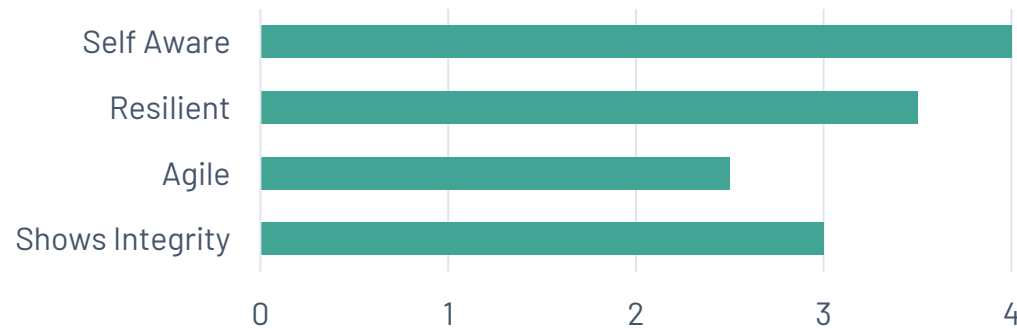
Pay close attention to the negative impact these capabilities may have on your performance. You may need to seek support from others and invest time to develop these skills. Development advice on the two lowest scoring capabilities (dark blue bars) are on pages 11-14.

Detailed Results

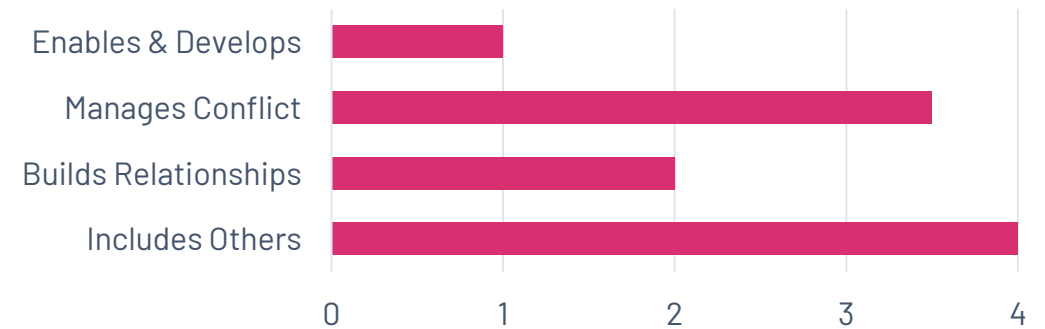
Average For All Items In Each Capability

1	Rarely effective	3	Mostly effective
2	Sometimes effective	4	Always effective

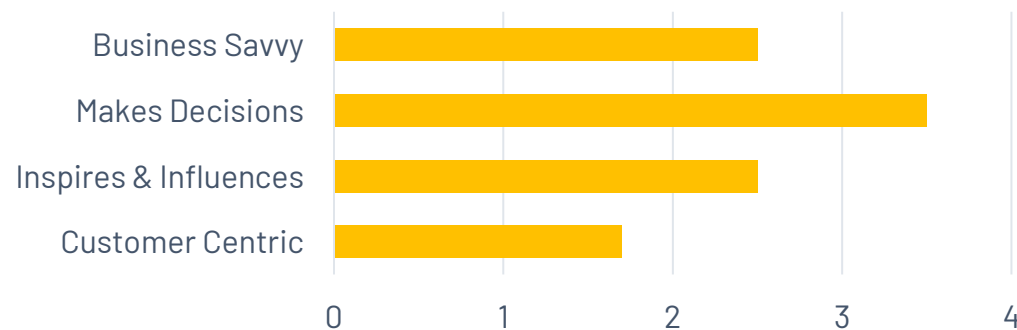
Leading Self



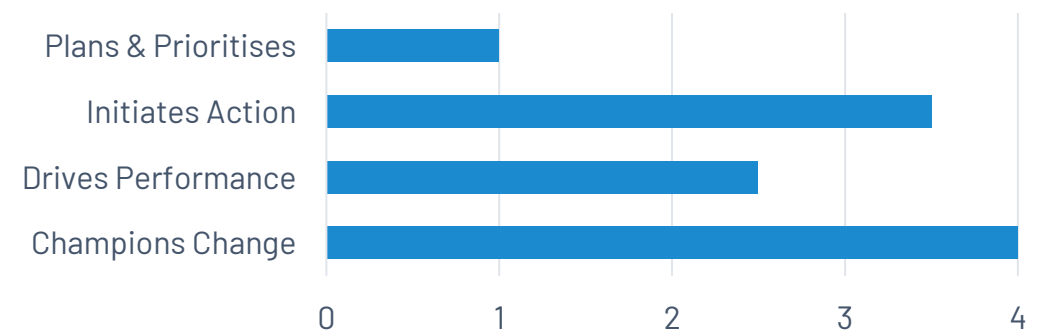
Leading Others



Leading Organisation



Leading Results





Your Development

My Leadership Strengths QPT

Use this section to build your own development plan based on your priorities.
Get started on your learning on your own or through discussions with others.

Playing to your Strengths

Do What You Do Best Everyday

Your highest rated capabilities:

Capabilities rated 3.5 or higher (max 3)
Enables & Develops
Builds Relationships
Customer Centric

Playing to your strengths is about getting clear on what you are really good at and what really energises you. Tapping into your strengths as a leader enables you to bring out the best in yourself and others. Define your leadership style in your own words and learn to focus where you have most impact. Use the tips on this page to make the most of the capabilities that you are most highly effective at.

Focus on the capabilities detailed below. If you don't have any below, use page 8 to identify the capabilities you want to nurture and seek input from others about your strengths.

Tips for Using Your Strengths



Notice tasks that you are energised by. What capabilities do they relate to? These are likely to be the areas where you have most impact



Be deliberate about what strengths you need for critical tasks and draw on them to get things done



Identify any learned behaviours that drain your energy. They can be the ideal things to delegate to others



Nurture your strengths. Strengths are there to be enhanced not just exploited

Development Focus

Business Savvy



This section provides information and practical learning advice to support you to develop two of the capabilities in your results: Capabilities that you have identified as important and in need of development.

Definition: 'Understands the business environment'

Business Savvy is all about having commercial acumen, financial nous and a good understanding of the industry and competitors in the market. These capabilities are at the heart of being able to build a robust business plan, and respond to new threats and opportunities. Relying too much on Business Savvy, particularly when not drawing on the capabilities within Leading Others, risks becoming unsustainable and not getting the commitment of others needed to keep delivering results.

This capability is important for success in the following tasks:

- ✓ Business & strategic planning
- ✓ Writing a business case
- ✓ Setting goals and objectives
- ✓ Explaining reasons for change
- ✓ Market or competitor analysis
- ✓ Understanding customer trends

Development Focus

Business Savvy



Learn through Self-Reflection

These are helpful for self-analysis and discussion with a coach or manager:

- ✓ How would having more business acumen help you in your current role? How important is becoming more business savvy for your future career?
- ✓ What type of information is most relevant for you to understand in this area? Consider Political, Economic, Social, Technological (PEST), Customer or Competitor insights.
- ✓ Consider a recent business decision you have made. How did you balance the commercial factors with other things e.g. people, process? What would you do differently next time?
- ✓ What could you do to keep your organisation and industry knowledge up to date? Consider sources such as websites, reports, industry bodies, conferences and events.

Learn by Doing

These are learning activities that you can do on the job:

Read and research: Top executives are renowned for reading all the news each day. Identify what information you would like to 'digest' each day or week, and build this into a new habit. It may be signing up to a regular email newsletter, watching a new TED talk, listening to a regular podcast, reading a publication, or following a person on LinkedIn.

Explore your internal business planning cycle: All organisations have some sort of business and financial planning process. Find out who is responsible or who is involved in it, and ask them to explain it and draw it out for you. Use real life examples such as monthly financial reports, business case documents or business plans to get to grips with it all.

Step back and analyse: Use a strategy tool like SWOT or the Strategyzer Business Model Canvas, and apply it to your own workplace. Start by simply summarising the internal strengths and weaknesses.

Development Focus Drives Performance



This section provides information and practical learning advice to support you to develop two of the capabilities in your results: Capabilities that you have identified as important and in need of development.

Definition: 'Manages progress and results against expectations'

Drives performance is all about measuring progress towards a goal. Without any form of performance management, of either individuals, projects or facilities, it would be almost impossible to manage a business and make effective decisions. However, in a dynamic environment, focusing on measuring and monitoring everything can have a negative effect, as it stifles creativity and discourages flexibility and experimentation, which are important for innovation.

This capability is important for success in the following tasks:

- ✓ Establishing business objectives
- ✓ Setting performance expectations
- ✓ Tracking goals and outcomes
- ✓ Dealing with poor performance
- ✓ Managing stakeholders
- ✓ Reporting to a steering group

Development Focus Drives Performance



Learn through Self-Reflection

These are helpful for self-analysis and discussion with a coach or manager:

- ✓ What are the key outcomes that you need to achieve in your role? Ask yourself why are these things important, and identify how they contribute to the overall business plan.
- ✓ What goals and objectives do you set for your team? How well do your team understand what they mean, why these are important, and how they are determined?
- ✓ What are the things you find most difficult about dealing with individual performance issues? Reflect on when you have had to deal with poor performance in your team.
- ✓ Beyond setting goals and targets, how else can you inspire and motivate people in your team? What are your team really motivated and excited about, personally and professionally?

Learn by Doing

These are learning activities that you can do on the job:

Encourage feedback: Frequent conversations about learning, progress and difficulties is at the heart of what makes a high performing team. Use formal things like team meetings and 1:1's to share feedback and encourage others to do so. Use informal opportunities like observing someone handle a difficult situation to provide feedback 'in the moment'. Sometimes showing that you notice people's great work is a powerful motivator.

Anticipate difficulties: Don't wait for someone's standards to slip, or avoid someone who appears to be struggling with something. Creating a healthy environment for people to talk openly, both personally and professionally, is the best way of avoiding problems. Ensure you check in with your team regularly, and pick up on any out of character behaviour in a gentle and friendly manner.

Action Plan

Get Your Learning Started

Use this section to make a note of your learning, and to keep track of the actions you want to commit to. The aim with all learning is to turn insight into action and build your own confidence and skills through practice.

You will know when you have been successful in applying your learning when you have established a new habit: when things that at first seemed difficult become second nature.

1. What are the top capabilities you want to work on? Why are they important?
2. What specific actions do you need to take in order to improve? Focus on 1 or 2 key commitments.
3. What outcome do you hope to achieve? What are the benefits for yourself and others?



Making It Stick

Make Time For Your Own Development & Work With Others

Use this report with your manager to discuss the capabilities you need to be successful

1

Plan your time around key tasks and build a routine that plays to your personal strengths

3

Spot energy in others and delegate tasks to people according to their strengths

5

2

Take action to address critical weaknesses so that they don't undermine your effectiveness

4

Sit down with team members to discuss your own strengths and weaknesses

6

Build a team with complimentary strengths. Foster an appreciation of each others unique strengths

Building Your Leadership Strengths

Get feedback and use our tools to supercharge 1:1 conversations

What Now?

Get the most from your report using the video guide and development plan tool.

Gather feedback from your manager or your team with the QPT+1 Feedback Report.

Access free tools and upgrade your report in the [QPT Portal](#)

QPT Self Report

Unlock your full report with premium features for deeper insights and tailored development content, including:

- ✓ A full view of your results
- ✓ Practical learning exercises
- ✓ Development planning tool

Upgrade from QPT Essentials report

QPT+1 Report

Self vs Other comparison report with detailed insights and feedback comments:

- ✓ Compare priorities and get aligned on expectations
- ✓ Develop self awareness by uncovering specific blind spots and hidden strengths

Get actionable feedback in as little as 21 minutes