



For each skill listed below, tick only ONE box on the right. Tick “Leader” to show a skill only a leader requires. Tick “Manager” to show a skill only a manager requires. Tick “Both” for a skill required by a leader and a manager.

Skill	Explanation	Leader	Manager	Both
1. Active Listening	Making a conscious effort to hear, interpret, and understand.			
2. Empathy	Understanding and sharing the feelings of others to build trust.			
3. Conflict Resolution	Navigating disagreements to maintain team cohesion.			
4. Public Speaking	Communicating clearly to teams or audiences.			
5. Influence	Winning hearts and minds without relying solely on authority.			
6. Negotiation	Finding mutually beneficial solutions with stakeholders.			
7. Relationship Building	Building and maintaining great relationships.			
8. Coaching	Developing team member potential through guidance.			
9. Communication	Managing everyday professional interactions efficiently.			
10. Transparency	Operating with openness to build trust.			
11. Appreciation	Recognising and celebrating employee contributions.			
12. Strategic Planning	Aligning team efforts with long-term organisational goals.			
13. Critical Thinking	Analysing situations objectively to make informed decisions.			
14. Decision-Making	Confidently making informed, often fast, decisions.			
15. Problem-Solving	Identifying challenges and implementing effective solutions.			
16. Data Literacy	Interpreting and using data to guide actions.			
17. Commercial Awareness	Understanding how to make the team profitable or efficient.			
18. Analytical Skills	Breaking down complex information into manageable parts.			
19. Innovation	Encouraging new ideas and creative approaches.			
20. Risk Management	Identifying and mitigating potential threats to projects.			



21. Contextual Awareness	Understanding the "big picture" and the organisation's mission.			
22. Time Management	Prioritising tasks and time effectively. (For self and others).			
23. Delegation	Assigning tasks to the right people to empower them.			
24. Project Management	Guiding initiatives from conception to completion.			
25. Organisation	Structuring workflows and resources effectively.			
26. Performance Management	Monitoring progress and holding employees accountable.			
27. Feedback	Providing regular, actionable feedback to foster improvement.			
28. Resource Allocation	Managing budgets and personnel effectively.			
29. Meeting Management	Running required efficient, productive meetings.			
30. Adaptability	Adjusting plans quickly to changing circumstances.			
31. Change Management	Supporting their people through change.			
32. Emotional Intelligence (EI)	Managing one's own emotions and understanding others'.			
33. Integrity	Operating ethically and honestly to build credibility.			
34. Accountability	Taking responsibility for outcomes and team actions.			
35. Resilience	Dealing with challenges and bouncing back under pressure.			
36. Self-Awareness	Knowing one's own strengths and weaknesses.			
37. Continuous Learning	Actively seeking to improve skills, knowledge and understanding.			
38. Psychological safety	Proving that their people can speak openly and safely.			
39. Mentoring	Providing guidance, knowledge, and support to colleagues.			
40. Digital Fluency	Discover, evaluate, and use information and technology effectively and ethically to achieve goals and solve problems.			

A great start to a great discussion