**Leaders, Managers, Supervisors Skills Spreadsheet**

Leaders

Traits: effective communication, strategic vision, trust, use of influence to overcome barriers

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|  | Names |  |  |  |  |
| Leader skills | ie: Lynn |  |  |  |  |
| Develop and articulate a vision | A black check mark on a white background  Description automatically generated |  |  |  |  |
| Establish direction |  |  |  |  |  |
| Develop change strategies | A black background with a black square  Description automatically generated with medium confidence |  |  |  |  |
| Focus on outward areas and risk |  |  |  |  |  |
| Do the right things, inspire, create | A black check mark on a white background  Description automatically generated |  |  |  |  |
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Managers

Traits: effective communication, ability to delegate, empowering, results-oriented

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|  | Names |  |  |  |  |
| Manager skills | ie: Lynn |  |  |  |  |
| Execute plans looking for areas of improvement via detailed processes and procedures | A black check mark on a white background  Description automatically generated |  |  |  |  |
| Focus inward on issues in the organization and process for managing change and solving problems |  |  |  |  |  |
| Use authority, avoid conflicts, and act within risks set |  |  |  |  |  |
| Achieve organizational key results | A black check mark on a white background  Description automatically generated |  |  |  |  |
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Supervisors

Traits: effective communication, empathy, conflict resolution, time management

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|  | Names |  |  |  |  |
| Supervisor skills | ie: Lynn |  |  |  |  |
| Written and Verbal Communication | A black check mark on a white background  Description automatically generated |  |  |  |  |
| Decision-making |  |  |  |  |  |
| Interpersonal skills |  |  |  |  |  |
| Adaptability |  |  |  |  |  |
| Time Management | A black check mark on a white background  Description automatically generated |  |  |  |  |
| Conflict resolution |  |  |  |  |
| Willingness to learn |  |  |  |  |  |
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