

WACOSA EXECUTIVE DIRECTOR CAREER DEVELOPMENT REVIEW

Instructions:

Please rate the Executive Director's abilities in these **five** areas by ranking them from 1 - 5 where 5 is a high number and 1 is low.

Executive Director **Steve Howard**

Date of Review _____

Leadership

- Establish a course of action to accomplish specific goals and assure that resources are used responsibly to support and further the mission of the organization.
- Draw on broad knowledge and perspective during short term and long term planning and problem solving.
- Demonstrate the ability to manage pressure and ambiguous situations.
- Delegate responsibilities to ensure the development of others, utilize others effectively.
- Confidently support business decisions while remaining alert and sensitive to the needs of others.

Comments:

Initiative

- Organize the strategic planning efforts, the development of strategic initiatives and a detailed plan of action for their successful implementation.
- Actively influence events to achieve goals, originating action, not passively accepting.
- Plan, analyze, and execute opportunities for improvement.
- Assure that the organization has a current and strategic marketing plan.
- Keep the organization positioned as a strong and valued asset to the community, pursuing new opportunities that will enhance and expand employment options and services for persons with disabilities.

Comments:

Community and Public Relations

- Promote good public relations in the community by representing WACOSA in a positive and professional manner.
- Represent WACOSA's interests legislatively.
- Promote cooperative linkages with government, community resources and business.
- Build collaborative relationships that assist with furthering WACOSA's mission.
- Keep WACOSA positioned as a strong and valued asset to the community, pursuing new opportunities.

Comments:

Communication

- Demonstrates effective interpersonal communication in individual or group situations (includes gestures and non-verbal communication).
- Articulate information from technical and financial reports into communication that can be understood by others within the organization.
- Illustrate clear, concise expression of ideas in written communication and in good grammatical form.
- Keep emotions in check and maintain composure and objectivity when confronted with difficult

- and personally challenging situations.
- Actively listens and encourages direct debate.

Teamwork

- Adapt behavior, use appropriate interpersonal styles and methods of communication to gain mutual understanding, agreement or acceptance of an idea, plan or activity.
- Influence others and direct them toward a goal without reliance on authority or position.
- Build collaborative relationships gaining respect and credibility at all levels in the organization.
- Model safety minded workplace practices and behaviors that will demonstrate to all staff that safety is an important aspect of the workplace.
- Demonstrate interaction with clients that demonstrates genuine desire to promote their independence and self advocacy.

Comments:

Please list one recommendation for leadership growth.
