



# Leader / Manager Learning Programme – Content Scoping Checklist



- A handy checklist to help identify the most relevant topics
- Can be used for individuals or groups
- Takes data from a TNA / LNA
- Creates focus
- Provides a basis for discussion with internal and external training parties

SKILL AREA	RANK A-B-C	N/A	SKILL LEVEL						Range when assessing groups	
			L	1	2	3	4	5		H
Planning / Organisation										
Adaptive Leader Styles										
Performance Management										
Coaching										
Motivating										
Recruiting										
Team Development										
Leading Change										
Problem Solving										
Presenting										
Communicating / Influencing										
Self / Time Management										
Meetings Management										
Training Staff										
Written Communications										
Managing Partners / Suppliers										
Managing Projects										
Negotiating										

**NOTES:**

Rank A/B/C importance for the role: A = Very Important, B = Important, C = Relatively Important, N/A = Not applicable to role  
 Current Skill Levels 1- 6: 1 = No Skill, 3= adequate skill, 6 = Excels [for Groups on the 1- 6 scale, indicate average for the group]  
 In Range indicate the range of variance