

A MANAGER'S GUIDE TO SPOTTING LEADERSHIP POTENTIAL BEFORE THE PROMOTION

FUTURE LEADERS DON'T ALWAYS HAVE LEADERSHIP TITLES

Many organizations wait until someone becomes a supervisor before investing in leadership development. By then, the learning curve is steep, mistakes are costly, and some employees discover leadership isn't the right fit.

The best organizations identify leadership potential early and begin developing people before they step into leadership roles.

QUESTIONS

For each question, rate the employee from
1 (Rarely Demonstrates) to 5 (Exceptional Example)

1. Do others naturally seek them out for help?

2. When problems arise, do they focus on solutions instead of blame?

3. Do they consistently follow through on commitments?

4. Can they influence others without formal authority?

5. Do they demonstrate curiosity and a desire to learn?

6. How well do they handle change?

7. Do they think beyond their own job?

8. How effectively do they communicate?

9. Do they demonstrate emotional maturity?

10. If you needed someone to lead a small project tomorrow, would you choose them?

LOOK FOR

Helping coworkers, sharing knowledge, supporting others

Suggesting improvements, taking initiative, avoiding blame

Meeting deadlines, keeping commitments, taking responsibility

Building relationships, gaining cooperation, earning respect

Asking questions, seeking feedback, pursuing development

Adaptability, positive attitude, openness to new approaches

Interest in company goals, cross-functional thinking, business awareness

Clear communication, active listening, professionalism

Managing emotions, accepting feedback, staying professional

Initiative, trustworthiness, ability to motivate others

SCORE



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TOTAL SCORE: _____ / 50

40-50 High Leadership Potential

This employee demonstrates many of the behaviors commonly found in successful leaders. Consider providing leadership development opportunities now rather than waiting for a promotion.

30-39 Emerging Leadership Potential

Strong foundation with room to grow. Focus development on communication, influence, and leadership fundamentals.

20-29 Developing Contributor

May be an excellent individual contributor but requires additional development before assuming leadership responsibilities.

20 Focus on Core Performance First

Prioritize role mastery and professional growth before pursuing leadership responsibilities.

WHAT TO DO NEXT

Identifying future leaders is only the first step.

The organizations that build strong leadership pipelines invest in developing high-potential employees before leadership vacancies occur.

ASK YOURSELF:

- Who on your team scored 40+?
- What leadership skills are they missing today?
- What opportunities can you provide for them to practice leadership before a promotion?

Employees who show leadership potential often benefit from structured development in:

- Communication
- Accountability
- Coaching others
- Conflict resolution
- Leading through change
- Building trust and influence



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