

Professional Presence Self-Assessment Tool

Rate your effectiveness on a scale of 1 to 5, (5 = exceptional; 1 = needs improvement)	Rating
1. My presence is felt once I walk into a room.	
2. I am aware of the energy I bring into any room.	
3. I am physically/mentally present during meetings and conversations (live and virtual).	
4. My dress, grooming and polish promote the look of a leader.	
5. I adjust my clothing choices according to the meeting/situation/audience.	
6. I inspire people and am likeable, trustworthy and authentic. People are keen to build a relationship with me.	
7. My dining etiquette skills are polished and I feel confident hosting guests at the table.	
8. My virtual presence inspires trust and credibility.	
9. I am aware of gaps/blind spots and work on them.	
10. I have a pleasant way of approaching, engaging and getting to know others.	
11. I ask timely, relevant and thought-provoking questions that stimulate conversation.	
12. I am able to disagree with the opinion of others without being disagreeable.	
13. I am social, well read and share fresh perspectives.	
14. I am a persuasive and engaging presenter, whether it's face to face or virtual.	
15. I relate well with different types of people (regardless of rank, gender or age).	
16. I share and create opportunities for others.	
17. I acknowledge the contribution of others and give credit where credit is due.	
18. I look approachable when meeting new people and make them feel welcome.	
19. I exhibit 'grace under pressure' when strapped for time or in intense situations.	
20. I am strategically growing and nurturing my internal and external networks.	

Add up your totals:

0 to 40 points: There is much room for improvement and I'd be happy to work with you on your executive presence journey.

41 to 60 points: This is the range for most people. If you don't want to settle for average, we can work towards excellence.

61 to 80 points: You're well on your way. You have good interpersonal intelligence, but good is not enough. Let's make it great!

81 to 100 points: You're a natural. If your presence is already high, imagine what coaching can do for you! Let's chat.