



MELBOURNE
BUSINESS
SCHOOL

Leadership Presence Personal Reflection

Women in Leadership

Each question can be rated from Strongly Disagree (1) to Strongly Agree (5), with responses helping you to reflect on your leadership presence and communication effectiveness.

Credibility					
Clarity of Communication					
I convey my message in a clear and direct manner.	1	2	3	4	5
I can distil my key message into 10 words or fewer.	1	2	3	4	5
Getting to the Point					
I avoid unnecessary details and focus on the most important points.	1	2	3	4	5
I am concise in my communication without sacrificing meaning.	1	2	3	4	5
Command of Facts					
I am well-prepared with relevant, accurate information before I speak.	1	2	3	4	5
I confidently support my arguments with evidence or data.	1	2	3	4	5
Providing Clarity					
I ensure that my audience easily understands complex ideas.	1	2	3	4	5
I regularly check for understanding and adjust my communication as needed.	1	2	3	4	5
Simplifying the Complex					
I present complex issues in a way that others can grasp quickly.	1	2	3	4	5
I break down multifaceted topics into clear, actionable insights.	1	2	3	4	5

Strengths to leverage:

Areas to develop:

Confidence

Body Language

My body language conveys confidence and openness during interactions.	1	2	3	4	5
I maintain a positive, assertive posture (standing or sitting) in both in-person and virtual meetings.	1	2	3	4	5

Grounded Presence

I plant my feet firmly when standing, which helps me feel grounded and self-assured.	1	2	3	4	5
I avoid nervous movements or gestures that might undermine my confidence.	1	2	3	4	5

Virtual Presence

I am mindful of my posture and body language in virtual meetings to maintain a confident presence.	1	2	3	4	5
I use eye contact (with the camera) and vocal clarity to convey confidence in virtual settings.	1	2	3	4	5

Strengths to leverage:

Areas to develop:

Composure

Managing Emotional Tone

I manage my emotional tone and stay calm under pressure.	1	2	3	4	5
I use neutral, non-emotional language to maintain calm communication.	1	2	3	4	5

Thoughtful Responses

I choose my words and actions carefully, avoiding impulsive responses.	1	2	3	4	5
I pause and breathe before responding, allowing myself time to regain control.	1	2	3	4	5

Physical Awareness

I remain aware of my physical stress signals (e.g., heart rate, muscle tension) and actively work to relax.	1	2	3	4	5
I stay focused on the present moment and avoid being distracted by past or future concerns.	1	2	3	4	5

Setting Boundaries

I set boundaries when necessary to maintain my composure and protect my emotional well-being.	1	2	3	4	5
I am prepared to disengage from difficult situations when needed to protect my composure.	1	2	3	4	5

Strengths to leverage:

Areas to develop:

Connection

Empathetic Listening

I listen actively and without interruption during conversations.	1	2	3	4	5
I understand and acknowledge the emotions of others during interactions.	1	2	3	4	5

Being Present

I am fully present in conversations, giving my complete attention.	1	2	3	4	5
I ask questions to ensure I truly understand the other person's perspective.	1	2	3	4	5

Avoiding Premature Judgment

I resist the urge to offer my opinion or advice prematurely.	1	2	3	4	5
I wait until I fully understand before giving feedback.	1	2	3	4	5

Strengths to leverage:

Areas to develop:

Charisma

Energy and Presence

I project energy and enthusiasm through my character and talents.	1	2	3	4	5
My passion for leadership engages and energises others.	1	2	3	4	5

Embracing Authenticity

I own my oddities and embrace vulnerability in my interactions.	1	2	3	4	5
My authenticity shines through in both my communication and actions.	1	2	3	4	5

Audience Focus

I focus on the needs and reactions of my audience, rather than on myself.	1	2	3	4	5
I connect with my audience on a deeper, more personal level by showing genuine interest in them.	1	2	3	4	5

Inspiration and Storytelling

I inspire others to take action through my leadership and vision for the future.	1	2	3	4	5
I use storytelling to captivate and motivate my audience, aligning it with my message.	1	2	3	4	5

Strengths to leverage:

Areas to develop: