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Stepping into leadership

Navigating and managing a team with confidence when you are new to the role



How to use your results

- 1. Identify strengths and weaknesses
- 2. Develop a plan for improvement
- 3. Monitor progress and adjust as needed
- 4. Celebrate successes and learn from failures

Performance Summary Table

Area	Target	Actual	Comments
Team Performance	90%	85%	Need to improve communication
Customer Satisfaction	4.5/5	4.2/5	Focus on service quality
Employee Engagement	80%	75%	Implement new initiatives
Project Completion	100%	95%	Improve time management
Financial Performance	10%	12%	Exceeded expectations
Compliance	100%	100%	All requirements met
Health & Safety	0 incidents	0 incidents	Excellent record
Quality Control	99%	98%	Minor improvements needed
Customer Retention	95%	92%	Review loyalty program
Employee Turnover	5%	7%	Investigate reasons for leaving
Market Share	15%	14%	Strengthen competitive advantage
Brand Awareness	80%	78%	Expand marketing reach
Customer Acquisition	1000	950	Optimize sales funnel
Operational Efficiency	90%	88%	Streamline processes
Supplier Performance	95%	93%	Review contracts
Environmental Impact	10%	11%	Exceeded sustainability goals
Social Responsibility	80%	82%	Engage with community
Overall Score	85%	82%	Good progress, focus on communication and service quality

Use this table to track your performance against key metrics. Review regularly to identify areas for improvement and celebrate successes.



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