



Management and Leadership Questionnaire

Preparation Guide



Management and Leadership Questionnaire

This guide is designed to help you understand what the Management and Leadership Questionnaire (MLQ) measures and how to complete it. The MLQ assesses a person's management and leadership level, management and leadership style, and management and leadership competencies within a work context.

The MLQ will help you:

- benchmark your management and leadership strengths and weaknesses against a very large international comparison group of first-level, middle, and senior managers;
- increase your awareness of how your management and leadership style and skills influence your performance;
- recognize the management and leadership level you are currently operating at, and identify areas you need to work on to improve your performance and reach your potential.

The MLQ will help your organization:

- benchmark the skills of employees with management and leadership responsibilities;
- identify which employees are suitable for promotion to management and leadership positions and which individuals need further development;
- design education programs to increase management and leadership skills and improve business performance.

What the MLQ Measures

The Management and Leadership Questionnaire measures thirty management and leadership competencies covering six key areas shown in the diagram below.





Completing the Questionnaire

The questionnaire is presented on-screen in blocks of 48 statements which you are asked to rate on a 5-point scale ranging from 'Emerging' competence to 'Elite' competence.

Please consider the following points when you are completing the assessment:

- do the questionnaire when you are alert and free from interruptions;
- enter your responses by clicking on the appropriate rating for each statement. You must respond to every statement before you can go on to the next screen;
- complete the assessment from a work perspective as the assessment is designed to throw light on your management and leadership style and competencies at work;
- try to be as discriminating as possible by using the full range of options on the 5-point response scale;
- avoid trying to select responses that you think will present you in the most favorable light--there are checks built into the assessment to assess the candor and consistency of your responses.

Feedback

The MLQ feedback report provides a concise picture of your management and leadership style and skills, and the report is linked to a development guide with practical tips and recommendations for performance improvement.