

EXECUTIVE PRESENCE ASSESSMENT

As AI continues to reshape the workplace, qualities such as emotional intelligence, curiosity, discernment, trust, and strong communication matter more than ever in your executive presence. Use this assessment as an opportunity to reflect on your current strengths and identify areas for growth.

Part 1: ASSESS YOUR EXECUTIVE PRESENCE

For each question below, rate how often this feels true for you, and total your score in each area.
(1 = Rarely True; 4 = Consistently True)

APPEARANCE: How you show up VISUALLY and ENERGETICALLY	1	2	3	4
My appearance aligns with the leadership presence I want to project.				
I show up with calm, grounded, and confident energy.				
My nonverbal communication reinforces credibility and trust.				
My virtual presence on Zoom feels professional and engaged.				
I present myself authentically rather than trying to fit a mold.				
Appearance Total Score				

Reflect

What is one way you could show up more intentionally or authentically in your executive presence?

BOLDNESS: How you show up MENTALLY	1	2	3	4
I speak up even when my perspective differs from others.				
I demonstrate curiosity instead of defensiveness when challenged.				
I can admit when I don't know something without losing confidence.				
I approach feedback and mistakes with a growth mindset.				
I use discernment instead of reacting impulsively under pressure.				
Boldness Total Score				

Reflect

Where might fear, perfectionism, or self-doubt be limiting your executive presence?

COMMUNICATION: How you show up VERBALLY	1	2	3	4
I communicate clearly and concisely in high-stakes situations.				
I actively listen and make others feel heard.				
I communicate transparently while maintaining professionalism.				
I adapt my communication style based on the audience.				
I help create trust and psychological safety through my communication.				
Communication Total Score				

Reflection

What communication habit would most strengthen your executive presence?

Part 2: REFLECT ON YOUR EXECUTIVE PRESENCE

Use the total scores from above to complete the chart below. Shade up to 20 boxes for each. This gives you a visual representation of your Executive Presence strengths and areas of opportunity.

ABCs of Executive Presence	Score (out of 20)	Shade Your Score higher score = higher executive presence
Appearance		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Boldness		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Communication		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Final Reflection

Which area of executive presence do you most want to strengthen over the next 30 days?

- ☐ Appearance
- ☐ Boldness
- ☐ Communication

What is one specific action you will commit to taking?