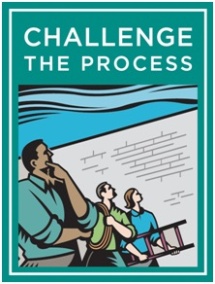
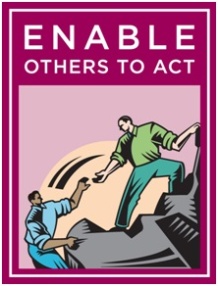
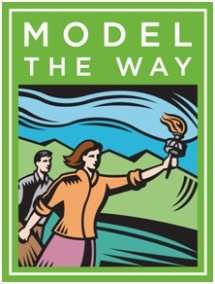
LPI®: Leadership Practices Inventory® Instructions

The LPI®: Leadership Practices Inventory® is an assessment tool by Jim Kouzes and Barry Posner that measures how frequently leaders engage in The Five Practices of Exemplary Leadership®, a leadership model proven to develop exemplary leaders.

With over 5 million users and global data from over 100 countries, the LPI is one of the most widely used and trusted 360-degree leadership assessments. For over 35 years, the authors have collected data and analyzed surveys from more than 2.5 million respondents to continually ensure the reliability of the instrument.



Five Practice Areas

Measures the ***frequency***   
of demonstration on a scale from 1-10

A ***360-degree*** view: self, manager, direct report(s), coworkers, and others

***30*** behavioral statements,   
six for each practice area



Instructions

1. Identify a minimum of 10 people from whom you’d like to receive feedback about your leadership. The authors of the LPI consider 7 observer responses to be a complete report. You will not receive your LPI report unless you have received at least 3 observer responses.
   * As part of your selection, include your direct manager, all direct reports, and all of those coworkers who also directly report to your manager. You may choose whomever you like as the remainder of your observers (for the “other” category).
   * Since the LPI is a measure of frequency, we recommend that you choose those people who have had the opportunity to see you demonstrating leadership behaviors.
   * Don’t only select people that view you positively–you will receive better feedback if you select a range of perspectives.
2. Send the people you selected (your “observers”) a personal e-mail letting them know you’ll be asking them to take the LPI and why it’s important (see sample on p. 2).
3. Log in to the assessment site per the e-mailed instructions you will receive from the administrator (the e-mail comes from [notifications@lpionline.com](mailto:notifications@lpionline.com)).
4. Select “Manage Observers” and upload your Excel file of observers to set up the people you have selected as observers in the online system.
5. Complete your self-assessment in the system.
6. FlashPoint will monitor progress and send reminders to observers as needed.
7. FlashPoint will ensure you receive your final report.

Tips for Success

* Enter observer names and e-mail addresses correctly.
* Set up your observers as soon as possible.
* Complete the assessment in one sitting (it should take 10-20 minutes)—once submitted, you cannot make revisions.
  + Also, please be aware that the system may time out while completing the open-ended questions if you have to step away or are inactive on the page for 45-minutes. To avoid having to re-enter your responses, we suggest bringing up a Word document to capture your responses and then paste them into the LPI Online system.
* The system protects observer anonymity, so there is no way to identify by name who completed the assessment (other than your manager if you only set up one because the manager’s feedback is identified separately). Please do not attempt to connect specific responses with individual observers.

If you have questions about setting up or taking the LPI, please contact us at [lpi@flashpointleadership.com](mailto:lpi@flashpointleadership.com) or 317-229-3035

Sample Verbiage to Observers about the LPI

You can use the following language when sending a personal e-mail to request feedback through the LPI:

Dear \_\_\_\_\_\_\_\_\_\_\_:

I am currently participating in a leadership program designed to enhance my influence by helping me gain a deeper awareness of my role as a leader.

As part of the program, I am soliciting feedback from colleagues who work closely with me and have the opportunity to view my interactions. I have selected you as one of those colleagues. If you haven’t already, you will soon receive an invitation to assess me. It will come from the e-mail address [notifications@lpionline.com](mailto:notifications@lpionline.com).

You will provide feedback via the LPI®: Leadership Practices Inventory®, an online assessment that measures 30 leadership behaviors in the following five areas: Modeling the Way, Inspiring a Shared Vision, Challenging the Process, Enabling Others to Act, and Encouraging the Heart. You’ll be asked how frequently I demonstrate key behaviors in these areas. I hope you’ll find that most of the questions ask about behaviors you’ve observed, but you may find questions that do not seem to apply. If this is the case, please think carefully (and perhaps creatively) about ways that I did have an opportunity to demonstrate the behavior, then assess how frequently I did so.

It should take **10 to 20 minutes** to complete the LPI. All responses will remain **anonymous** except my manager’s responses—please offer honest feedback. **Please be aware** that the system may **time out** while completing the open-ended questions if you have to step away or are inactive on the page for 45-minutes.

Thank you in advance for taking the time to complete this for me and to help me identify strengths I can leverage and key areas for development. Please let me know if you have any questions.