



# THE LEADERSHIP CHECKLIST

## ✓ BE A GOOD COACH

- I know where I stand with my leader and usually know how satisfied they are with what I do.
- My leader commends me when I do a better than average job.
- My manager is open about their limitations and weaknesses.
- My manager has a forgiving attitude toward people who've made mistakes.
- My manager learns from others' views and opinions.
- When making decisions, my manager asks: 'What is the right thing to do?'

## ✓ EXPRESS INTEREST IN YOUR TEAM MEMBERS' SUCCESS AND PERSONAL WELL-BEING

- My manager considers my personal feelings before acting.
- My leader understands my job problems and needs very well.

## ✓ EMPOWER YOUR TEAM AND DON'T MICROMANAGE

- I have significant autonomy in how I do my job.
- My leader would use their power to help me solve problems at work.
- The chances that my leader would bail me out – at their own expense – are very high.
- I trust my leader enough to defend their decisions if they're not around.

## ✓ HELP YOUR EMPLOYEES WITH CAREER & PERSONAL DEVELOPMENT

- My leader challenges me to think about old problems in new ways.
- My manager fully recognizes my potential.
- My manager offers abundant opportunities to learn new hard and soft skills.

## ✓ BE A GOOD COMMUNICATOR AND LISTEN TO YOUR TEAM

- My leader says things that make employees proud to be part of this organization.
- My leader encourages people to see change as opportunity.
- I would describe my working relationship with my leader as extremely effective.

## ✓ HAVE A CLEAR VISION AND STRATEGY FOR THE TEAM

- My leader has a clear sense of where they want our team to be in a few years.

## ✓ BE PRODUCTIVE AND RESULTS-ORIENTED

- I make clear what one can expect to receive when performance goals are achieved.
- My manager holds me responsible for the work I carry out.

## ✓ HAVE KEY TECHNICAL SKILLS SO YOU CAN HELP ADVISE THE TEAM