

LEADERSHIP CHECKLIST – ASSESSING YOUR LEADERSHIP SKILLS

A good way to receive more rounded feedback is to not only fill out this checklist yourself, but also ask some of your team for their feedback. You can see the two columns to the left - one for your comment and the other is for team members

Do I...	Do team members think I...	
✓	✓	Communicating
<input type="checkbox"/>	<input type="checkbox"/>	Let others know about decisions, changes, and their level of performance?
<input type="checkbox"/>	<input type="checkbox"/>	Provide specific, accurate and constructive feedback?
<input type="checkbox"/>	<input type="checkbox"/>	Clearly communicate my own opinions and feelings?
<input type="checkbox"/>	<input type="checkbox"/>	Show concern for others' opinions and feelings?
<input type="checkbox"/>	<input type="checkbox"/>	Listen effectively and ensure I've understood?
<input type="checkbox"/>	<input type="checkbox"/>	Clarify objectives and targets?
<input type="checkbox"/>	<input type="checkbox"/>	Provide a vision and sense of purpose?
<input type="checkbox"/>	<input type="checkbox"/>	Keep confidences?
<input type="checkbox"/>	<input type="checkbox"/>	Communicate in an honest, fair and impartial way?
<input type="checkbox"/>	<input type="checkbox"/>	Develop rapport and empathy with each team member?
✓	✓	Empowering
<input type="checkbox"/>	<input type="checkbox"/>	Inspire commitment?
<input type="checkbox"/>	<input type="checkbox"/>	Think of myself as my team's biggest supporter and helper?
<input type="checkbox"/>	<input type="checkbox"/>	Delegate effectively?
<input type="checkbox"/>	<input type="checkbox"/>	Encourage others to solve problems?
<input type="checkbox"/>	<input type="checkbox"/>	Seek team members' comments and ideas?
<input type="checkbox"/>	<input type="checkbox"/>	Ensure people feel they are valued?
✓	✓	Managing change
<input type="checkbox"/>	<input type="checkbox"/>	Explain change in a positive light?
<input type="checkbox"/>	<input type="checkbox"/>	Help others understand the reasons for the change?
<input type="checkbox"/>	<input type="checkbox"/>	Explain clearly and specifically what it will mean to the team and what is required of them?
<input type="checkbox"/>	<input type="checkbox"/>	'Paint the big picture' – why we need to change and the benefits of changing?
<input type="checkbox"/>	<input type="checkbox"/>	Try to understand your team's feelings by putting their shoes on?
<input type="checkbox"/>	<input type="checkbox"/>	Engage the team's help in making the change work?
✓	✓	Coaching
<input type="checkbox"/>	<input type="checkbox"/>	Help team members develop their knowledge and skills?
<input type="checkbox"/>	<input type="checkbox"/>	Offer improvement suggestions?
<input type="checkbox"/>	<input type="checkbox"/>	Encourage effort?
<input type="checkbox"/>	<input type="checkbox"/>	Recognise and acknowledge effective contributions?
<input type="checkbox"/>	<input type="checkbox"/>	Provide guidance when it's needed?
<input type="checkbox"/>	<input type="checkbox"/>	Conduct regular performance reviews?
<input type="checkbox"/>	<input type="checkbox"/>	Keep people accountable?
<input type="checkbox"/>	<input type="checkbox"/>	Give sincere and specific praise when necessary?
<input type="checkbox"/>	<input type="checkbox"/>	Train staff systematically and regularly?

Do I...	Do team members think I...	
<input type="checkbox"/>	<input type="checkbox"/>	Delegate to utilise other people's skills and increase their job interest?
✓	✓	Commitment to quality
<input type="checkbox"/>	<input type="checkbox"/>	Focus on customer needs when making decisions?
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate and encourage commitment to quality?
<input type="checkbox"/>	<input type="checkbox"/>	Solve problems by addressing their cause?
<input type="checkbox"/>	<input type="checkbox"/>	Organise resources to give the team what they need to do their job?
<input type="checkbox"/>	<input type="checkbox"/>	Practise what I preach?
<input type="checkbox"/>	<input type="checkbox"/>	Remain open to ideas?
<input type="checkbox"/>	<input type="checkbox"/>	Encourage everyone to share their ideas and opinions?
<input type="checkbox"/>	<input type="checkbox"/>	Set aside time for team planning and problem solving meetings?

REFLECTION

What are my strengths?

Within which areas do I need to improve or develop my skills further?

Which areas show consistency between what I think and what my team members think?

Where are there inconsistencies between what I think and what others think?

What steps could I take to rectify this situation?

Cole, K. (2005). *Management – Theory and Practice*. Frenchs Forest: Pearson Education Australia