

Effective Leadership Template

Review
Progress
People
Success



HOW

Learn
About yourself
About others
About possibilities



HOW

Evaluate
Performance
Behavior
Teamwork



HOW

KEY QUESTIONS		NOTES
Leadership Checklist		
1.	Am I clear about my own leadership strengths and potential shortfalls?	
2.	Do I truly understand the people whom I am expected to lead?	
3.	Is there a clear understanding of the way ahead?	
4.	Have I taken enough time to plan effectively and efficiently?	
5.	Do I have an effective ongoing communication strategy?	
6.	Am I ready to give individuals the freedom to act that they need?	
7.	Have I developed a clear and concise set of goals and strategies?	
8.	Have I allocated tasks and projects appropriately to people according to their strengths and interests?	
9.	Am I sufficiently appreciative of people's feelings and emotions on an ongoing basis?	
10.	Are the activities of all individuals well coordinated, with good feedback mechanisms in place?	
11.	Do we take sufficient time to plan, reflect, and learn from our mistakes?	
12.	Do we have efficient and effective decision-making processes at all levels?	

Empower
Individuals
The team
The organization



HOW

Decide
Means
Methods
Measures



HOW

Assess
Strategies
Goals
Targets



HOW
