



The InFocus

**LEADERSHIP
CHECKLIST**



When it comes to developing the leaders around you, there are 6 things we believe every leader needs to do. Effective leaders do these on an ongoing basis, advancing their development and the members of their team. Reflect on each area below in the manner in which you are leading your team - what you are currently doing in each area.

Then rate your satisfaction level under each as follows: **1 = very dissatisfied, 2 = somewhat dissatisfied, 3 = almost satisfied, 4= satisfied, 5 = very satisfied.**

1 Learn

How are you learning about:

- yourself? _____
- others? _____
- possibilities? _____

Rate your *learning* capacity.

Very Dissatisfied			Very Satisfied	
1	2	3	4	5

2 Empower

How are you empowering:

- individuals? _____
- the team? _____
- the organization? _____

Rate your *empowering* capacity.

Very Dissatisfied			Very Satisfied	
1	2	3	4	5

3 Assess

How are you assessing:

- strategies? _____
- goals? _____

targets? _____

Rate your *assessing* capacity.

Very Dissatisfied			Very Satisfied	
1	2	3	4	5

4 **Decide**

What are the key:

means? _____

methods? _____

measures? _____

Rate your *deciding* capacity.

Very Dissatisfied			Very Satisfied	
1	2	3	4	5

5 **Evaluate**

How are you evaluating:

performance? _____

behavior? _____

teamwork? _____

Rate your *evaluating* capacity.

Very Dissatisfied			Very Satisfied	
1	2	3	4	5

6 **Review**

What review mechanisms are in place to reflect on:

progress? _____

people? _____

success? _____

Rate your *reviewing* capacity.

Very Dissatisfied			Very Satisfied	
1	2	3	4	5

WHAT CAN YOU DO TO GROW YOUR LEARSHIP CAPACITY?

Did you notice the first letter under each area? Combined, they form the word LEADER.

In order to grow in you capacity to lead, here are three easy steps to take!

1. Take a moment to reflect on which area needs greater focus based on your self-assessment.

Area of Focus: _____

2. Determine what you can do to address that area.

Action Plan: _____

3. Ask for feedback from your team.

Assess: _____

More information on the leadership developmental process is available in the Leadership Skill Builder. Click [here](#) or go to the InFocus Store, pull-down the menu to click on *Leadership Development*, and then expand the *Leadership* menu.

An in-depth, online course is available in the Leadership Development Online Course.

E-mail office@infocusnet.org or call 951.473.4481 for more information.