

Leadership Checklists

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Change Leadership Checklist

Question	If the answer is no
Is there a shared sense of urgency for change?	<ul style="list-style-type: none"> • What is the plan to raise the level of urgency?
Is there a group of people (Change Champions) supportive of the change?	<ul style="list-style-type: none"> • What is the plan to involve others in the leadership effort?
Are the objectives of the change clearly established? Do the Change Champions understand them and are they easy to communicate?	<ul style="list-style-type: none"> • What is the plan to simplify the objectives? • How are we going to communicate the objectives?
What are the high-level strategies necessary to implement the change? Who will be responsible for each?	<ul style="list-style-type: none"> • What is the implementation plan? • Who will be responsible for the components of the plan?
How will the Change Champions know that the change has been successful?	<ul style="list-style-type: none"> • What are the objective criteria for defining success and failure?
What is the communication strategy to announce the changes, including timelines, who will make the announcement and how the announcements will be made	<ul style="list-style-type: none"> • Detail the communication strategy
What are the intended outcomes of the change process?	<ul style="list-style-type: none"> • Explain the intended outcomes • Explain why the change is necessary • Be clear about what the benefits of the change are to all stakeholders. • Describe the future after the change is made IN DETAIL • Describe what will happen if the change is not made • Describe how the future grows from past experiences
How are we going to involve everyone in the process?	<ul style="list-style-type: none"> • What is the plan to involve employees in the change? • What is the plan to involve stakeholders in the change? • What wins / milestones will be celebrated as they occur during the change and transition? • How will they be celebrated? • How will the momentum for change be maintained?

Leadership Style Checklist

To assess your leadership style, answer the following questions, A no answer to any of the points below will suggest that you need to look at the particular issue and think about it. The information here has been gathered as a result of interviewing a number of business and community leaders over the years.

- I know and am comfortable with myself
- I am aware of and understand the deeper meaning behind what I do
- I understand the differences between leadership and management – they are not the same
- I present my vision with contagious enthusiasm
- I understand my personal power
- I feel responsible for the personal growth of those under my care
- I am able to create reality purely from my intent
- I trust those with whom I work and they trust me
- I am aware of patterns and cycles in my life
- I delegate appropriately and encourage my staff to be independent
- I understand that the way I think of myself is how others perceive me
- I ensure everyone understands the importance of their individual contributions
- I am accessible and visible to all
- I know and ensure that my vision is compelling and builds excitement
- I measure my success by the people I develop
- I listen to concerns and act on them
- I focus on building trust
- I am sometimes obsessive about what I do
- I regard what I do as fun rather than work
- I know that home and work responsibilities must be balanced
- I am empathetic
- I am willing to take a chance on employee initiatives
- I believe in the 80/20 rule – 20% of the time is spent thinking about the problem and 80% of the time is spent dealing with the problem
- I encourage others to challenge my ideas and come up with new ones
- I am well informed about what is happening
- I make sure everyone knows that they are critically important and appreciated
- I get the best possible out of all my people
- I treat others in the way that I would like to be treated
- I am sensitive to the needs of others
- I am flexible
- I help my staff build a sense of responsibility
- I openly recognize employees and teams who do a good job
- I focus on creating solutions and solving problems, rather than on mistakes
- I give credit easily and sincerely
- I am a great communicator
- I clearly communicate my expectations and Intent
- I have a lot to learn from others
- I ensure goals are realistic
- I understand the importance of drama and ritual
- I know that others pick up on and emulate my mood states
- I know deep down why I am doing this
- I know that I can use my anger and emotions as a 'tool' to get what I want
- I share as much information as possible
- I read widely
- I listen well
- I see conflict as a tool to get what I want and I have engineered conflict situations before
- I acknowledge and thank anyone who complements me
- I am a good mentor
- I have a good sense of humour
- I don't take myself too seriously
- I provide prompt, constructive and motivating feedback
- I am proactive and encourage others to also be proactive
- I encourage teamwork and cooperation
- I ensure that work challenging and interesting
- I smile a lot
- I have a high EQ
- I know that the worst thing I can do to someone is to tell them I am disappointed with them
- I believe rules need to be flexible
- I encourage everyone to continuously explore new and better approaches
- I am able to mould and create my character
- I am **never** phoney

Project Leadership Overview

Functions	The Individual	The Task	The Team
Objectives	<ul style="list-style-type: none"> • gain acceptance • involve 	<ul style="list-style-type: none"> • Understand and Clarify task • Research • Identify restraints and resources • Establish and articulate vision 	<ul style="list-style-type: none"> • Address team • Explain • Invite open feedback • Motivate • Ensure accountability
Planning & decision Making	<ul style="list-style-type: none"> • Talk and listen • Assess competence • Agree deliverables and vision • Agree targets 	<ul style="list-style-type: none"> • Weigh options • Establish priorities • Plan timings 	<ul style="list-style-type: none"> • Talk • Ask • Learn • Encourage feedback • Agree standards
Organisation	<ul style="list-style-type: none"> • Check understanding • Agree • Motivate 	<ul style="list-style-type: none"> • Establish authority & control • Sketch plan • Get feedback • Establish standards 	<ul style="list-style-type: none"> • Structure • Span & depth of control • Ask and answer • Prepare • Train
Control	<ul style="list-style-type: none"> • Influence and guide • Acknowledge effort • Discipline where appropriate 	<ul style="list-style-type: none"> • Maintain standards • Report on progress • Adjust plan when/if necessary • Roll up sleeves and set a personal example 	<ul style="list-style-type: none"> • Co-ordinate • Have fun! • Feedback • Gentle guidance
Evaluation	<ul style="list-style-type: none"> • Performance appraisal • Identify problems • Aid growth of person 	<ul style="list-style-type: none"> • Evaluate what have we done versus what we set out do do • Learn & grow • Create corporate mythology / cosmology 	<ul style="list-style-type: none"> • Recognise team's success • Learn from failure • Communicate lessons learned openly

Crisis Leadership Checklist

Crisis has a knack of creeping up when it is least expected. But knowing how to deal with it quickly, openly and successfully can make the difference between a resounding success and tragedy. You might wish to think about how pilots are trained to deal with the kinds of crises that may occur whilst in the air – the principles are simple:

1. Train for the various crises before they occur and demonstrate your competence
2. When it happens, identify the kind of crisis eg. engine out, engine fire, fuel exhaustion etc..
3. Run through a checklist in a systematised, cool and calm way
4. Sort out the problem OR execute a controlled crash and limit damage

The principles of Crisis Leadership are no different.

Crisis can take many forms such as crises of confidence, product liability claims, attempted extortion etc.. This is what to do:

Scenario Plan

The scenario plan phase could be done within the context of a discussion or workshop at your premises. It would seek to identify:

- What are the kinds of crises that could arise?
- How could you deal with these crises?
- What are the most likely crises that could occur?

You should develop a checklist for the different crises as identified above and assign responsibilities so everyone knows exactly what it is he or she must do.

How to react

The way your organisation reacts and is seen to react is vitally important. Here are the principles:

- Be open and honest – especially do not lie to anyone.
- If you don't know, say you don't know and promise to find out
- Make good on your promises

Checklist Features

- Identify members of crisis team with their contact telephone numbers
- Gather crisis team
- Check the facts of the crisis
- Adapt the plan to fit the circumstances

- Act quickly in accordance with a checklist
- Announce the event
- Be proactive
- Keep your heads about you / get on and **do** and **don't** panic