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# A Checklist for Leaders

This list is designed to help you informally evaluate leaders in terms of their people, strategic, personal and process management skills. More importantly, however, we hope you find it a useful guide to becoming a more successful leader yourself.

## Checklist 1: People Management:

- Clearly communicates expectations
- Recognizes, acknowledges and rewards achievement
- Inspires others and helps them perform in ways they would not without the leader's support and direction
- Puts the right people in the right positions at the right time with the right resources
- Aligns the right direction for the organization
- Persuades/Encourages people to achieve the desired results for the organization
- Does not burn out people, looks out for their well being as well as the organization's well being
- Identifies signals of impending conflict and deals with the sources effectively
- Holds people accountable
- Encourages and values human capital development in the organization and allocates sufficient resources to this endeavor
- Correctly evaluates the actual performance and the potential of each person in the organization
- Encourages people to stand up for and express their beliefs
- Creates an environment where all persons can speak the truth as he or she sees it without concern for retaliation
- Able to empathize with those he or she leads

## Checklist 2: Strategic Management

- Flexible. Can adapt to changing circumstances
- Sets, with input from all stakeholders, the long term direction for the organization
- Understands the environment, social trends, competitors, customers and all stakeholders
- Correctly analyzes the risks of all decisions
- Correctly analyzes the returns of all decisions
- Has the ability to focus without losing breadth in his or her ability to see at the outer edges gathering worthwhile information that others miss or fail to see as significant
- Understands how to exploit organizational strengths and address the weaknesses successfully
- Can develop and implement strategies to improve organizational strengths and combat the weaknesses
- Identifies appropriate partners, strategic alliances and outside resources to help further the organization's goals
- Can articulate the organization's values and develop strategies consistent with the core values

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- Demonstrates strong commitment to diversity and change improvement
  - Demonstrates strong commitment to creating a learning organization to support sustainable change.

### **Checklist 3: Personal Characteristics**

- Lives with honesty and integrity
- Selects/employs similar people for his or her team
- Has passion and desire to succeed
- Willingness to shoulder the responsibility for success (with grace) and failure (without casting blame)
- Innovative and open to new ideas
- Never satisfied completely with the status quo
- Smart, intelligent, emotionally strong
- Confident without being arrogant
- Able negotiator
- Willing to be patient
- Decisive when necessary
- Able to think analytically
- Quick learner
- Respectful to all
- Perceptive and sensitive to others
- Diligent, disciplined and has strong perseverance capabilities
- Comfortable with ambiguity
- Willing to be original
- Informed risk taker

### **Checklist 4: Process Management**

- Able to manage change
- Promotes innovation
- Able to secure resources
- Able to allocate resources
- Great problem solver
- Able to anticipate crises
- Able to handle crisis when it occurs
- Can create and manage budgets
- Can create and manage timelines, work plans
- Great project management skills
- Can translate long term vision into action plans
- Able to measure results
- Knows when a process is not working<sup>4.14</sup>Willing to redesign processes whenever necessary.