



# Basic leadership skills

Reflection guide

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## Overview

- Identify how using basic leadership skills can promote professional and personal success
- Assess your leadership capabilities
- Identify eight critical leadership behaviours and practical tips to implement them
- Develop a personal action plan for continued leadership development

## Key takeaways



Main points:



Learning insights:



What areas do I need to improve on?



My action plan:

# Self-assessment

Please place a check next to those statements that are generally true for you.

- I set an example to inspire my colleagues to do good work by being enthusiastic and productive.
- I can help others change their minds or encourage them to take an action that they might not have thought about.
- I take time to help a colleague or teach him/her something new.
- I don't buckle under pressure; I keep myself motivated even when faced with adversity and setbacks.
- When there are problems, I look for solutions.
- I aim for higher standards in my own work and encourage others to do the same.
- I keep myself in a continuous learning mode.
- I seek changes that will improve the organization and get better business results.
- I share ideas, work collaboratively, and partner with others.
- I feel confident about my ability to complete a task, take on new challenges, and get results.
- I see mistakes as opportunities for learning – not as failures.
- When others are talking, I listen carefully and focus on their messages and body language.
- I know what I need to do to stay healthy and have a balanced life, and I do those things.
- My actions reflect my integrity and ethics.
- I am open to learning and can easily name things that I have learned from others.
- People feel comfortable disagreeing with me, and I feel comfortable disagreeing with them.

**1-3 areas I would like to improve:**

# Behaviours that define leadership

**Think about ways you can apply each leadership behaviour to your job.**

1. Take initiative: They are self-motivated, self-disciplined, accountable, committed, and results-driven to support the organization's vision and goals.

Practice activities: Seek out role models in your organization – people who take initiative and are self-disciplined – and imitate their behaviours that you admire/would like to have. Volunteer to organize an internal committee (fire warden, fundraising).

2. Display character and integrity: They live and work by their values and those of the organization, and therefore, are trusted and respected.

Practice activities: Identify three people in the organization and ask them what they consider the strong points of your character. Also, ask them where you can improve.

3. Champion change and improve processes.

Practice activities: Think about one area in your job that could benefit from a change. Why is change important in terms of business results? List the steps that you could take to make that change happen.

4. Leaders think intuitively, analytically, and creatively: They have a process/approach to issues and challenges.

Practice activity: The next time you need to make an important decision, get input from three colleagues. Evaluate each idea by using your intuition (your gut response) and your analysis (your logic and reasoning). Come up with a decision and explain to yourself why you made that decision.

5. Leaders influence and inspire others: Encourage others with positive feedback, carefully prepare in advance when given an opportunity to present a new idea and lead by example with hard work and energy.

Practice activity: Come up with an idea for improving morale at your work location. Plan on how you will influence your manager or another important decision maker to accept your idea. Then approach that person and present your idea.

6. Communicate effectively: They listen without interrupting, respond assertively, ask questions, seek out feedback, and embrace conflict as a method for developing new ideas.

Practice activity: Offer to share your knowledge or a skill that you have with someone in the organization. Practice your communication skills with that person. Focus on careful listening and clear explanations. Ask that person to give you feedback on your communication during the teaching session.

7. Grow and develop.

Practice activity: Choose four business books to read during the year. Upon completing each, share the key concepts in each book with your team. Consider how the ideas can be applied to your organization.

8. Take care of themselves: Prioritizing well being activities such as sufficient sleep, exercise, nutrition, time off work and managing negative or overly critical and practicing optimism

Practice activity: Using your calendar, indicate the days that you will commit to 20-30 minutes of exercise. Schedule your exercise for at least three days per week. If you have children or a friend/colleague who likes to exercise, consider exercising with them.

## When I shined as a leader

Think about a time when you were in school or at work and made something worthwhile happen by using your leadership skills.

What did you do?

What specific leadership skills did you use?