
Effective Leadership Checklist

- Builds group cohesiveness and pride
- Has overall philosophy vision or long-term orientation
- Has high value standards of honesty and integrity
- Shares information openly and willingly
- Coaches to improve performance (trains, develops, & mentors others)
- Insists on excellence but is flexible about people and things
- Sets the example with a strong sense of self-worth
- Holds subordinates accountable
- Has courage (willing to take risks)
- Shows confidence in people (shares power)
- Is decisive and optimistic
- Has a strong sense of urgency (ambition)
- Makes every minute count
- Earns the loyalty of employees
- Is employee-centered and interdependent
- Listens to subordinates with trust and respect
- Is determined and persistent
- Is available and visible