

Leadership Development Checklist



Building Everyday Leadership Skills That Matter

Purpose

The Leadership Development Checklist is designed to support individuals who want to strengthen their leadership impact, regardless of title or experience. Leadership is demonstrated through consistent behaviors, strong habits, and the ability to positively influence others.

How to Use This Checklist

This checklist can be used for self-reflection, coaching conversations, or development planning. Focus on progress, not perfection, by selecting a few areas to strengthen at a time.

Professional Presence

- Maintain a professional appearance appropriate to your role.
- Use confident and respectful body language.
- Be thoughtful about your digital presence.

Workplace Etiquette and Emotional Intelligence

- Practice courtesy and respect every day.
- Manage disagreements calmly and professionally.
- Demonstrate empathy and self-awareness.

Leading From Where You Are

- Take initiative without waiting to be asked.
- Be dependable, supportive, and accountable.
- Focus on solutions rather than problems.

Attitude, Energy, and Initiative

- Maintain a positive outlook.
- Bring consistent energy to your work.
- Seek feedback and use it to improve.

Professional Growth Habits

- Set clear personal and professional goals.

- Create and maintain a development plan.
- Reflect regularly on progress and learning.

Volunteerism and Visibility

- Volunteer for projects or committees.
- Engage with your organization or community.
- Build visibility through meaningful contributions.

Communication Skills for Leaders

- Speak clearly and confidently.
- Adapt communication style to your audience.
- Ask thoughtful questions and offer constructive feedback.

Building Influence and Trust

- Keep your word and follow through.
- Act with integrity in all situations.
- Build strong and respectful relationships.

Confidentiality and Protecting Trust

- Respect privacy and sensitive information.
- Think carefully before sharing information.
- Lead by example in ethical behavior.

Managing Difficult Conversations

- Prepare thoughtfully before conversations.
- Stay calm, listen actively, and remain respectful.
- Focus on resolutions and solutions.

Leading Across Generations

- Recognize and value different strengths and perspectives.
- Adapt communication styles when needed.
- Encourage learning and mutual respect.

Time Management and Prioritization

- Plan your work and set priorities.
- Delegate when appropriate.
- Track progress and adjust as needed.

Decision Making and Problem Solving

- Gather relevant information.

- Make informed and timely decisions.
- Learn from mistakes and outcomes.

Resilience and Adaptability

- Stay composed during change or challenge.
- Embrace new ways of working.
- Practice self-care and balance.

Coaching and Developing Others

- Support and encourage teammates.
- Share knowledge and experiences.
- Celebrate progress and achievements.

Innovation and Continuous Improvement

- Look for ways to improve processes.
- Invite ideas and diverse perspectives.
- Take thoughtful and calculated risks.

Reflection Questions

Which leadership behaviors do you demonstrate consistently?

Which areas would you like to strengthen over the next three months?

What small habit could you start today to increase your leadership impact?

Closing

Leadership growth happens through daily choices and consistent action. By focusing on these skills and behaviors, all leaders can build confidence, credibility, and readiness for future opportunities.

Leadership is not about waiting for a title. It is about how you show up, contribute, and influence others every day.