

# SKILLS CHECKLIST



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(Scoring: 1 = undeveloped, 5 = fully developed)

**Score** **Priority**  
(1-5) (Mark Top 3)

	Score	Priority
<b>1. People Engagement: People on our team...</b>		
1.1 ... care about each other (show interest, respect, concern)		
1.2 ...have the honesty and openness (trust) to have the candid discussions required to make good decisions.		
1.3 ...are committed to our shared goals (understands and is united around).		
1.4 ...hold each other accountable for results (team & individual) and for behaviors that affect results).		
1.5 ... have a mentoring mindset. Our leader mentors us to reach our potential and we look for opportunities to do the same for others.		
1.6 I am likely to recommend to a friend to work here. (1 -not likely, 10 highly likely)		
<b>2. SET VISION: Our team fully understands...</b>		
2.1 ...our mission, values and 'lives' them.		
2.2 ... our customer(s) needs/wants (internal or external).		
2.3 ...what we (total organization & my dept) are trying to be 'best' at and how it is measured.		
2.4 ...how we (organization & my dept) plan to grow over the next several years in terms of products/services, markets, etc.		
<b>3. PRIORITIZE CHANGE: We (organization &amp; our dept) ...</b>		
3.1 ...set an appropriate pace for making critical changes.		
3.2 ...clearly define the vital few projects that will drive big change		
3.3 ...stop lower priority (wasted) activity		
3.4 ...make clear the big picture plans and my role in them		
<b>4. BALANCE RUNNING &amp; CHANGING: Our team...</b>		
4.1 ...sets up 'strategic' projects for success (right people, adequate time, qualified project manager)		
4.2 ...is included in plan review before the next quarter starts.		
4.3 ...leader meets one-on-one with me to review my plan before each quarter starts.		
4.4 ...has the measures (e.g., dashboards) to do our job		
<b>5. GET RESULTS THRU TEAMWORK: Our team...</b>		
5.1 ...members know the status of their work and report it on time.		
5.2 ...leader meets with me one-on-one (agreed schedule) to enable success overcoming short-term roadblocks.		
5.3 ...has worthwhile, action focused, team meetings that improve results.		
5.4 ...leader meets with me one-on-one to step back from daily details to learn from the bigger picture of my responsibilities (at least quarterly or semi-annually)		
<b>6. GET EVERYONE INNOVATING: Our team...</b>		
6.1 ...regularly contributes improvement ideas that get evaluated and implemented.		
6.2 ...uses cross-functional teams to drive ongoing improvement in key processes.		
<b>7. PREPARE TEAM FOR FUTURE: Our team...</b>		
7.1 ... 'face the facts' by examining customer, team, and other sources of feedback		
7.2 ...follows a clear plan for building individual and team capability to meet future needs.		
7.3 ...leader provides useful input for our development and career (e.g., annual review)		