What Is Leadership Training : Checklist

For new managers, frontline supervisors and executives. Adapt every item to your site, equipment and written procedures.

Checklist

- ■ Hazard covered: losing composure under pressure
- ■ Hazard covered: unclear delegation
- ■ Hazard covered: giving vague feedback
- ■ Decision practiced: open a difficult conversation
- ■ Decision practiced: respond to a safety concern
- ■ Decision practiced: make a decision with incomplete information
- ■ Decision practiced: give specific feedback
- ■ Hands-on part done: coaching with a mentor
- ■ Hands-on part done: real one-on-ones with the team
- ■ Hands-on part done: the leadership framework of the organization
- ■ Review question: was feedback specific?
- ■ Review question: was composure kept?
- ■ Review question: was the conversation opened clearly?

Stays hands-on and in person

- • coaching with a mentor
- • real one-on-ones with the team
- • the leadership framework of the organization

This checklist supports, and does not replace, required training, supervision or evaluation. It does not certify anyone.