Leader Toolkit
Motivating for engagement

We are **INSPIRATIONAL** and **COLLABORATIVE** leaders.

We take the lead and respect what everyone brings to the team, empowering each other to be stronger together.

Why use this tool

This checklist gives you a way to measure yourself against some of the qualities of an "ideal" leader, that is, a leader who motivates and inspires their people.

When to use this tool

Use this tool at any time to better understand how you are seen as a leader.

How to use this tool

1. **Work through the checklist**, ticking statements that apply to you and crossing statements that don't.

   ■ If your team would say this about you - ☑

   ■ If they wouldn't, leave blank

2. When you have completed the checklist, create your action plan by **reviewing your answers and...**

   ■ Asking yourself "**Am I doing enough** to create a team environment that motivates my people?"

   ■ Use the **statements that you have left blank to provide you with ideas** about what you could change or improve to create a better, more motivating work environment.

Tips

- **Ask your team members** to score you on the same questions and compare your answers.

- Use this tool **after** you have been in the position of team leader or manager **for a while** – maybe 2 to 3 months minimum. The tool asks about your behaviours as the team leader, so until you have some real experience, it will be difficult to complete.

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1. Motivating for engagement checklist

Your team WOULD say this about you ☑ Would not speak of you like this ☐	☑
Recognition and feedback	
I give prompt feedback for good and poor performance.	
I am open and honest with the team or individuals when I have doubts or worries.	
I am encouraging and supportive, and readily recognise the achievements of individuals and the team.	
I don't express my concerns about one team member with another.	
I celebrate team and individual success with the team.	
I actively champion team successes to those outside the team and within our organisation.	
I ensure those responsible for an idea receive the praise, not me, or someone higher up the organisation.	
Fairness and respect	
I behave fairly, treating everyone fairly and honestly both in terms of pay and rewards, and with regards to everyday issues.	
I seek team members' opinions, and listen to and take note of their ideas.	
I involve my people in decisions and strategy, and they are keen to do well.	
I trust my team members and delegate to the maximum.	
I encourage them to learn and develop through making their own decisions and mistakes, and give them freedom to organise their own work.	
We review performance together.	

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	Your team WOULD say this about you ☑ Would not speak of you like this ☐	☑
My relationship with my team		
	I know what motivates my team.	
	I make my people feel valued and I show my appreciation of their efforts.	
	I am approachable and people feel they can come to me as necessary.	
	I discuss new projects with the team to see what people would like to do, and I involve them in the decision-making process.	
	We have an excellent team spirit.	
	My team have confidence in me as their leader.	
	My team believe other senior people have confidence in me.	
Communication		
	I communicate clearly and regularly.	
	I always check that team members have understood a message.	
	We discuss motivation as well as project work in business and project meetings.	
	I explain how tasks link to department and organisational objectives.	
	We discuss ways to ensure efficient communication and to improve communication within the team.	
Team member development		
	I provide learning and development opportunities both upwards, and across departments and functions.	
	I look for ways to give them wider and varied experiences to help their career development.	
	My people value the learning opportunities they have.	
	I challenge my team members, including providing assignments that stretch them beyond their current roles.	

2. Think through your results and create your action plan

Use the statements that you have marked as applying to you to provide you with ideas about how you could use your strengths to further build motivation in your team.

Use the statements that you have marked as not applying to you to provide you with ideas about what you could change or improve to create a better, more motivating work environment.

🟢	**WHAT AM I DOING WELL?**	
🟠	**WHAT DO I NEED TO START DOING?**	
🔴	**WHAT DO I NEED TO STOP DOING?**	