

Leader Toolkit

What is your role

We are **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We do the right things, focussing on what matters and delivering results.

Why use this tool

Use this tool to help you understand what is expected of you in your new job and prepare you to be successful.

When to use this tool

Use as soon as you have been formally offered a promotion.

How to use this tool

Use your position description to help you fill out the tool.

- List the **main tasks** that come under your accountabilities.
- List the **results** that will show that you are successful in your new job.
- **Think about** whether you will need **help** and what that help could be.
- **Add actions** to your development plan in **PACE**.

Tips

- **Work with your new leader** so you have fair and achievable expectations, that support your new role.

What is your role



Use the accountabilities set out in your job description to list your main tasks and identify the results you want to achieve.

Accountabilities & tasks List the main tasks that come under your accountabilities.	Results that you want List the results that will show that you are successful in your new job.	Do you need help? Y/N	What type of help?
			Discussion with your leader Training Other -----
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Have a discussion with your leader!

Are you focusing on the most important tasks? Who else can help you achieve the results you want?

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