

Leadership Checklist

Step 1	Step 2	Step 3	Step 4	Step 5
Review the action items below to get started for reviewing the Leadership of your organisation. If you are the top management, use this checklist for self evaluation.	Yes/No ? Is the top management of your organisation demonstrating any of these?	If Yes This is your Strength <i>Write down what you have and are already practicing in your organisation</i>	If NO This is your Weakness <i>Write down what you don't have or are not already practicing in your organisation</i>	How are you going to improve your current situation? List some action items to work on your weaknesses or improve what you are currently practicing
Leads by example (does the right thing) and inspires others to do the same.				
Successfully leads the organisation's mission to its vision.				
Ensures that the business policies and objectives have been established in line with the organisation's context and strategic direction.				
Ensures compliance requirements are integrated into the organisation's business processes.				
Takes accountability and responsibility associated with the mission.				
Ensures that suitable, adequate and effective communication processes are in place.				

Ensures assignment of responsibilities and authorities for relevant positions.				
Provides direction, support and resources to improve business performances.				
Supports other managers to demonstrate their leadership in their area and does not engage in unhealthy competition.				
Promotes the use of systems and processes.				
Ensures that the decision-making is based on the review of systems, processes, and consideration of risks and opportunities.				
Promotes continual improvement.				
Ensures processes for consultation and participation of workers and protects them from reprisals when reporting incidents, hazards, risks and opportunities.				
Ensures that there are processes in place to maintain confidentiality and privacy.				