

Positive Leadership Practices Checklist: Energizing Skills



Greet Others

- Be the first to greet or say good morning to others as you pass them in the office. Smile and use people's names as you greet them. This communicates an open and considerate attitude towards others.

Set the Tone

- The next time you enter a meeting with staff members, take a moment to think about the question, "How do I want people to feel when the meeting is over?". Begin with this end in mind, and let this guide your conversation and interactions with team members.

Begin with Positives

- At the outset of your next team meeting, invite team members to share in pairs one positive thing that has been experienced over the past week. Once they have shared in pairs, invite them to share some of their experiences with the full group.

Give Full Attention

- In one-on-one conversations with others, be sure to give your full attention and focus on the person who is speaking. This may entail putting aside technology devices, removing other distractions, and asking clarifying questions to ensure that you fully understand what is being said by the other person.

Value Team Efforts

- Acknowledge the importance of team members to project or organizational goals. This may be done by beginning team meetings with the recognition of small step accomplishments, milestones met or progress made by the team working together.

Energizing Skills

Add Creative Breaks to Work Routines

- In the midst of busy work periods with set timelines and deliverables, building in some creative breaks may add vitality and energy to the team. For example, delivering healthy snacks to office spaces where people are working together or having a common morning break together where people can share conversations over healthy refreshments may provide a needed change to the routine of work, and may communicate appreciation to the team for their collective efforts.

Review or Create a Vision

- A vision statement is an aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. At the outset of a project, during plan development or in refining a work plan, ask team members to share their vision for the initiative. Discuss how their perspectives for the project connect with and help define the overall organizational vision for the project.

Share Hopes, Dreams and Passions

- In undertaking a new initiative or setting new directions for the team, leaders may inspire others by taking time to share their own hopes, dreams or passions related to future initiatives or projects. As part of this sharing, genuinely affirming a belief in the capacity of team members to meet upcoming goals and achieving success creates optimism for moving forward together.

Provide a Rationale for Change

- Take time to communicate to team members the rationale for upcoming change, and the benefits of the change. Share what is at stake, and how the change will positively impact team members and the organization.

Energizing Skills

Move Positively Through Change

- In addressing planned change or transition in the workplace, consult with team members on strategies for supporting each other as they work together during such time periods. As part of the conversation, identify the benefits and potential opportunities for learning and growth that may emerge from these experiences.

Encourage Problem Solving

- For every problem or concern brought forward at team meetings, invite team members to also suggest or describe potential solutions. Brainstorming together and writing down potential actions on a flip chart or white board without immediate evaluation can provide an effective way of building solutions collectively as team members add to each other's ideas for addressing specific areas of challenge or concern.

Acknowledge the Sacrifices of Team Members

- Many team members put the interests of others ahead of their own, or go out of their way to be considerate of or helpful to others. This is often done without being noticed or asked to do so. As leaders, taking time individually to communicate appreciation for team members' sacrifices for others can be both energizing and encouraging for them.

