

# EVERYDAY LEADERSHIP

## *Leader guide*

Use this checklist to provide you with some weekly reminders about how you can effectively lead and role model within your team.



## Communication

**Have regular, meaningful 1:1s:** This one seems obvious, but many managers do not have a set cadence for these. Go with weekly or fortnightly, and make sure you focus on development not just status updates.

**Evaluate your forums:** What is the purpose of the ways your team is connecting? Are there forums for idea generation, social connection, information sharing and feedback?

**Put mechanisms in place to have more productive meetings:** Don't frustrate your team by wasting time and scheduling meetings without focus and purpose. A simple action is to send out agendas before meetings and actions after meetings to document what was agreed and create alignment and accountability.

## Recognition

**Keep it regular, flex the muscle:** Discipline will help. Put a weekly and/or monthly reminder in your calendar to reflect back on the week and recognise someone who went above and beyond.

**Make it special:** When someone really goes above and beyond, take a moment to give special recognition - whether it is writing a thank you card, giving them a buzz to say thanks or taking them for a coffee. Keep the recognition proportional to the effort and make this part of the culture in your team.

**Celebrate early and often:** Find ways to recognise early wins when someone new joins your team - research shows this builds strong early engagement

## How you spend your time

**Be conscious about the shadow you cast:** Do not send your team emails at midnight unless you've got a team agreement about working flexibly. If you must send late emails, consider delay sending until the next morning.

**Enter, leave and take breaks loudly:** If you're doing something for you or demonstrating self-care, talk about it. Went for a run or walk during lunch? Talk about it and set the tone that this is a healthy team where people can be themselves.

**Be on time and present:** How you spend your time says a lot about what you care about. Show up to meetings on time. Always do your best to make it to your 1:1s on time and try not to reschedule them and move them around. This sends a message that your priorities and your team's might not be the same. Turn off distractions like phone and email so that you are listening to understand, not just to hear.

## Inspiration

**Lead by learning:** Outside in thinking can help foster a learning culture in your team. Be open to different ways of thinking. Stay on top of industry trends and technology and talk to your team about the things you're curious to learn more about.

**Tap into strengths and motivations:** Employees who use their strengths everyday are 6x more likely to be engaged (Gallup). To take a simple step, add questions to 1:1 agendas to dig into strengths and motivations.

**Ask for and give feedback:** What's been working well for your employee? Where do they want some support? What hasn't been working well? What questions do they still have? Pivot as a result. Employees who have received meaningful feedback in the past week are 4x more likely to be engaged (Gallup).

