

# Kathy's Leadership List

## 1. Be present, and show that you care.

- Focus on keeping your mind present during conversations and meetings.
- Use good nonverbal communication to assure people that you are listening.
- Show interest in people's activities outside of work.
- Maintain appropriate boundaries for personal discussions.

## 2. Enforce and model respect for self and others.

- Watch vigilantly for situations that make a person or group feel a lack of respect.
- Talk to employees and peers about disrespectful behavior in an appropriate setting.
- Behave scrupulously, in a way that always shows respect for others.
- Establish Designed Alliances whenever possible so that respectful behavior is explicitly defined, expected, and required.

## 3. Include others in decision-making as much as possible.

- People like control. Great leaders give others control as much as possible. Autonomy is motivating.
- Meeting people's personal needs to be listened to, understood, and respected creates positive relationships.
- We make better decisions with more information. People who don't agree with us can have valuable information to share.
- After making a decision, a leader should share the reasons behind the decision and their feelings about it.
- Inclusive decision-making saves more time in the long run.

## 4. Ensure individual and team goals are clear and in alignment with organizational goals.

- Leaders must understand how their group contributes to the overall success of the organization.
- It's important to make sure everyone in the group understands how they, as a group, help the organization achieve its goals.
- Roles and responsibilities must be clear to everyone in the group.
- Each individual needs to know how he or she makes a difference.

## 5. Be consistent, dependable, and positive in your actions, attitude, and mindset.

- Great leaders are reliable in word and deed.
- Consistency builds trust.
- Positive leaders build personal influence.

## 6. Make curiosity your default.

- Great questions give leaders the information that they need to create relevant actions and strategies.
- Asking for someone's opinions and feelings on a topic increases the positivity of the relationship.
- A curious mindset encourages a thoughtful, collaborative work environment.