



# LEADERSHIP PRESENCE CHECKLIST



## Self-Awareness:

- I understand the importance of leadership presence in my career and organizational impact.
- I have identified my leadership strengths, weaknesses, and areas for improvement.
- I have received feedback from peers, mentors, or coaches about my leadership presence.



## Confidence and Composure:

- I consistently project confidence and composure, even in high-pressure situations.
- I manage stress effectively and remain calm in challenging circumstances.
- I use positive self-talk to boost my confidence when needed.



## Effective Communication:

- I communicate clearly and persuasively to convey my ideas and vision.
- I actively listen and show empathy during conversations.
- I use storytelling to make my messages relatable and memorable.
- I adapt my communication style to different audiences and situations.
- I use non-verbal cues, such as body language and eye contact, to enhance my communication.



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## Influence and Decision-Making:

- I can influence decisions and gain buy-in from colleagues, team members, and superiors.
- I use data and evidence to support my proposals and recommendations.
- I involve others in the decision-making process and value diverse perspectives.
- I am assertive when necessary but also open to feedback and alternative viewpoints.



## Emotional Intelligence:

- I understand and manage my emotions effectively.
- I can empathize with others and consider their feelings and perspectives.
- I use emotional intelligence to build stronger relationships and resolve conflicts.



## Authenticity and Trustworthiness:

- I am known for my authenticity and genuineness in interactions.
- I consistently act with integrity and ethics, even in difficult situations.
- I am transparent in my communication and decision-making processes.
- I foster trust among team members and colleagues.



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## Adaptability and Innovation:

- I embrace change and adapt to evolving circumstances.
- I encourage a culture of innovation and creativity within my team or organization.
- I am open to new ideas and approaches, and I encourage experimentation.



## Strategic Thinking:

- I have a clear understanding of my organization's vision and strategic goals.
- I can translate strategic objectives into actionable plans and initiatives.
- I regularly assess the competitive landscape and industry trends to inform my strategy.



## Team Leadership:

- I effectively lead and inspire my team toward shared goals and objectives.
- I provide clear direction and support for team members to succeed.
- I empower team members to take ownership of their work and decisions.
- I foster a culture of collaboration, inclusivity, and accountability within my team.



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## Conflict Resolution and Diplomacy:

- I handle conflicts and disagreements constructively and with diplomacy.
- I actively seek solutions that benefit all parties involved.
- I can mediate and facilitate discussions to reach consensus when necessary.



## Networking and Relationship Building:

- I actively network and build relationships within and outside my organization.
- I maintain a strong professional network that supports my leadership objectives.
- I provide mentorship and guidance to others to help them grow in their careers.



## Time Management and Prioritization:

- I prioritize tasks and manage my time efficiently to achieve strategic objectives.
- I maintain a healthy work-life balance to sustain my effectiveness as a leader.



## Crisis Management:

- I have a well-prepared crisis management plan in place.
- I can lead my team or organization effectively during crises or unexpected challenges.



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- I communicate with transparency and empathy during crisis situations.



## Career Development:

- I have a clear vision of my leadership goals and how I want to evolve my leadership presence.
- I seek continuous learning opportunities and development experiences to enhance my leadership skills.
- I regularly seek feedback from peers, mentors, and superiors to refine my leadership presence.



## Overall Assessment:

- I have identified specific areas where I need to develop my leadership presence further.
- I have a comprehensive plan in place to work on my weaknesses and leverage my strengths.
- I regularly track and measure my progress in building my leadership presence.

