

LEADERSHIP CHECKLIST

By: Lauren M. Bernardi

To assess your management style, ask yourself the following questions. The more questions to which you answer yes, the more your leadership style reflects today's work climate.

- I delegate appropriately and encourage my staff to be independent
- I help my staff understand the importance of their contribution
- I am accessible
- I really listen to employee concerns and act on them
- I am flexible
- I work with employees to help them meet the challenges of balancing home and work responsibilities
- I am willing to take a chance on employee initiatives, even if I don't necessarily agree with them
- I publicly recognize employees who do a good job
- I work with employees to create solutions and solve problems, rather than focusing on mistakes
- I reward top performers with opportunities for growth and development
- I clearly communicate my expectations
- I work with my employees to establish realistic goals
- I share as much information as possible with my employees
- I encourage employees to challenge my ideas and come up with new ones
- I am well informed about what my employees are doing
- I provide resources for ongoing training and development
- I make my employees feel appreciated
- I help my staff build a sense of responsibility
- I am a good mentor
- I provide prompt, constructive feedback I encourage teamwork and cooperation I help make the work challenging
- I go to bat for my staff
- I sometimes relax the rules to explore new and better approaches

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About Bernardi Human Resource Law

At Bernardi Human Resource Law we know that today's response to your workplace challenges can become tomorrow's precedent. We think ahead and help you make the best decisions to meet your needs both now and in the future.

Balancing your legal obligations and business objectives can be hard. We act as your trusted advisors; not simply as lawyers but as an integral part of your management team. Through our practical advice, workshops and articles, we arm you with the knowledge and tools to address rapidly changing human resource issues.

Above all, we're on your side. We work with you to prevent costly problems and when litigation is necessary, we act as strong advocates to protect your interests.

Bernardi Human Resource Law: forward thinking at work™.

About Lauren Bernardi

Lauren is a lawyer and human resource advisor with the Mississauga firm of Bernardi Human Resource Law. Lauren's advisory, training and educational services help managers direct their human resources in a strategically sound and legally appropriate manner. She is an accomplished and entertaining speaker on management and human resource issues.

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