

# CHECK LIST

# Leadership skills

## Proximity to the Team

- I know every person in my team and their exact responsibilities.
- I know the strengths and weaknesses of my team.
- I listen attentively when my colleagues talk about their work or personal lives.
- I take sufficient time for my employees.
- I express my gratitude for the work that has been done and convey my appreciation.

## Performance and recognition

- My team knows the company's goals and knows what is expected of them.
- I provide regular and timely feedback on the quality of the work.
- I support my employees in their professional and personal development.
- My team is allowed to make mistakes, and we reflect on them together to avoid them in the future.
- I praise and express appreciation for good performance.

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## Personal responsibility & feedback

- I trust that my team can handle its tasks.
- I support employees in finding solutions independently.
- I take opinions and ideas seriously and consider them important.  
I say so and engage with them.
- I ask, suggest and invite rather than instruct.
- My team is honest, clear and comprehensively informed.

## Communication in the team

- I inspire my employees to be enthusiastic about the company.
- I regularly discuss the degree to which targets have been achieved with my team.
- I am always available to advise my employees.
- I apologise if I have made a mistake or reacted inappropriately.
- I recognise emerging conflicts and address them.