

Balanced Leadership Self-Coaching Plan

Over the past two weeks, what actions have you taken that demonstrate your concern for people? What was the result?

Over the past two weeks, what actions have you taken that demonstrate your concern for getting the job done? What was the result?

Based on the information above, would you consider yourself a people-oriented, task-oriented, or balanced leader?

What is one action you can take over the next two weeks to be a more balanced leader?

Possible Actions to Consider:

If you are more of a people-oriented leader, to achieve a better balance, sample actions may include:

- Communicate tasks and objectives clearly to team members in terms of performance standards and outcomes
- Bring your team together to discuss how performance and quality improvements can be made
- Provide positive feedback to a team member who is performing well, focus on the impact it has on goal/task achievement
- Provide reinforcing feedback to a team member who is learning a new task, focus on the impact it has on goal/task achievement
- Thank team members for their contribution to a job well done

If you are more of a task-oriented leader, to achieve a better balance, sample actions may include:

- Involve team members in problem-solving and decision making
- Spend time with your team members to discuss their needs and concerns
- Provide positive feedback to a team member who is performing well, focus on the impact their skill/behaviour has on the team
- Provide reinforcing feedback to a team member who is learning a new task, focus on the impact their skill/behaviour has on the team
- Thank team members for pitching in or helping someone when needed