

Lead and communicate checklist (insert organisation / logo)

Tasks	Download templates to assist you with this task	Tick when complete
Consider different styles of leadership and think of appropriate styles for situational behaviour.		<input type="checkbox"/>
Consider writing an Individual Development Plan for your own position.	Individual Development Plan	<input type="checkbox"/>
Evaluate your own skills as a leader – are there things you want to improve, develop or delegate to others?	Evaluation of leadership skills template	<input type="checkbox"/>
Consider how people communicate within your business. If this could use some improvement, perhaps some training or support could help.		<input type="checkbox"/>

For more information on this topic, refer to **Chapter 6. Lead and Communicate** of *Your Workforce – a guide for Northern Territory Employers*.