

Evaluation of leadership skills

(insert organisation/logo)

Leadership skills and training are important to any organisation and individuals who want to progress. It is also about engaging with others to get the best results.

Review these tips for ideas to support your own development.

Communication skills

- Consider different ways to communicate with staff and customers – a newsletter, email bulletin.
- Improve your public speaking skills by attending a course.
- Identify your preferred communication style.
- Improve your written communication to avoid misunderstandings and to present yourself and your business in the best way possible.

Networking and professional development

- Attend industry events and workshops.
- Join industry and/or professional groups/associations.
- Consider presenting sessions or speaking at industry events.
- Network with suppliers, competitors or people in the industry.
- Look at your competitors and the way they run their businesses – work out which skills they have that you would like to develop.
- Seek out a professional mentor.

Technical skills and technology

- Investigate new technologies that might help your business.
- Update your computer skills.
- Consider further education including attending a short course such as business management courses.
- Engage a mentor or consultant to teach you new skills.

Reading and research

- Identify some books that could help your professional development – ask for peer or manager recommendation.
- Subscribe to journals that keep up with developments in your industry.
- Find websites that have news about professional development or about your industry.
- Update your knowledge about government regulations relating to your business operation.
- Find out about any government grants or incentives that might help your business (product development, commercialisation or training).

Health and wellbeing

- Plan ways to incorporate regular exercise into your work routine.
- Be open to discussing any concerns you have about workplace stress.

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