# 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. |  | [ ]  |
| Consider writing an Individual Development Plan for your own position. | Individual Development Plan | [ ]  |
| Evaluate your own skills as a leader – are there things you want to improve, develop or delegate to others? | Evaluation of leadership skills template | [ ]  |
| Consider how people communicate within your business. If this could use some improvement, perhaps some training or support could help. |  | [ ]  |