

Leadership Identity & Capacity Audit

Section 1 of 8 | Leadership responsibility

Describe the people, decisions, outputs and standards for which you are accountable.

Your notes and evidence

One practical commitment:

Review date: _____ Evidence to collect: _____

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Section 2 of 8 | Leadership values

List your non-negotiable principles and the behaviours that would demonstrate them.

Your notes and evidence

One practical commitment:

Review date: _____ Evidence to collect: _____

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Section 3 of 8 | Decision quality

Assess clarity, speed, stakeholder consideration, ethical judgement and post-decision reviews.

Your notes and evidence

One practical commitment:

Review date: Evidence to collect:

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Section 4 of 8 | Communication

Evaluate listening, clarity, feedback, meetings and difficult conversations.

Your notes and evidence

One practical commitment:

Review date: _____ Evidence to collect: _____

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Section 5 of 8 | Delegation and people development

Record delegated outcomes, decision rights and coaching conversations.

Your notes and evidence

One practical commitment:

Review date: _____ Evidence to collect: _____

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Section 6 of 8 | Strategic thinking

Identify the three priorities you need to protect and the activities you should stop.

Your notes and evidence

One practical commitment:

Review date: _____ Evidence to collect: _____

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Section 7 of 8 | Development sprint

Choose two behaviours to practise over six weeks, including specific situations.

Your notes and evidence

One practical commitment:

Review date: _____ Evidence to collect: _____

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Section 8 of 8 | Leadership review

Gather feedback from at least two stakeholders and document a 30-day follow-up.

Your notes and evidence

One practical commitment:

Review date: _____ Evidence to collect: _____
