

# LEADERSHIP PRACTICES CHECKLIST

This checklist includes 12 leadership practices that research indicates are related to positive organizational, teaming, leader, and employee outcomes (Dunst, et al., 2018). A leader can use any set of practices to actively engage employees in achieving organizational goals. Choose the set that best fits your organizational needs and plan and rehearse how you will use the practices to improve your leadership skills. Use the checklist to review your leadership practices following leader-staff interactions to self-assess your use of the practices or to have a coach, supervisor, or peer provide feedback and suggestions to improve your leadership skills.

Indicate which of the leadership practices you were able to use with your organization or program staff			✓
Leader-Centered Practices	1	Clearly describe the vision of your organization and engage staff in activities promoting their commitment to organizational goals.	
	2	Communicate positively about your organization and how staff contribute to achieving organizational goals.	
	3	Lead by example by modeling desired behavior in ways consistent with your organization's mission and goals.	
Shared Responsibility Practices	4	Solicit staff input and feedback to strengthen staff commitment to your organization's goals.	
	5	Seek staff input in terms of creative and innovative thinking about solutions and new ways to achieve organizational goals.	
	6	Engage staff in shared leadership in ways that emphasize staff strengths and their contributions to achieving organizational goals.	
Capacity-Building Practices	7	Engage in communicative and interactional practices that build positive leader-staff relationships by being sensitive and responsive to staff concerns and needs.	
	8	Provide staff confidence-building learning opportunities that strengthen staff skills and instill pride in and commitment to your organizational mission and goals.	
	9	Provide staff supportive guidance and feedback for their contributions to achieving organizational goals.	
Staff Performance Practices	10	Clearly describe and articulate expected staff behavior and practices consistent with your organizational goals.	
	11	Clearly communicate how staff behavior expectations contribute to organizational, teaming, and other activities to achieve organizational goals.	
	12	Provide positive feedback and reinforcement in response to individual and collective staff accomplishments and contributions to achieving organizational goals.	

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Dunst, C. J., Bruder, M. B., Hamby, D. W., Howse, R., & Wilkie, H. (2018). Meta-analysis of the relationships between different leadership practices and organizational, teaming, leader, and employee outcomes. *Journal of International Education and Leadership* 8(2), 1-45. Available at <http://www.jielusa.org/wr-content/uploads/2018/09/Dunst45Fall2018.pdf>. Copyright ©2018 Early Childhood Personnel Center.

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