

Leadership Behaviors Checklist

Purpose: For managers/HR to assess team members' leadership behaviors consistently.

Instructions: Rate the individual's demonstration using this scale: 1 = Rarely / Needs Development | 2 = Sometimes | 3 = Consistent | 4 = Strong | 5 = Role Model.

Communication

Behavior	Score (1-5)	Notes
Clearly articulates ideas to different audiences		
Listens actively and seeks to understand before responding		
Provides constructive feedback promptly		
Adjusts communication style to match audience needs		

Decision-Making

Behavior	Score (1-5)	Notes
Gathers relevant information before making choices		
Balances speed with thoroughness		
Makes decisions aligned with values and goals		
Stands by decisions and takes responsibility for outcomes		

Strategic Thinking

Behavior	Score (1-5)	Notes
Connects daily work to long-term goals		
Anticipates challenges and prepares responses		
Identifies opportunities for growth or improvement		
Thinks beyond immediate needs to future implications		

Collaboration

Behavior	Score (1-5)	Notes
Works effectively across teams and departments		
Encourages and values diverse perspectives		
Resolves conflicts constructively		
Builds trust with peers and stakeholders		

Innovation & Initiative

Behavior	Score (1-5)	Notes
Proactively seeks better ways to achieve results		
Challenges outdated processes or assumptions		
Brings forward creative ideas and implements them		
Acts without waiting for instruction when appropriate		

Self-Leadership

Behavior	Score (1-5)	Notes
Demonstrates self-awareness and emotional regulation		
Manages time and priorities effectively		
Adapts well to change and setbacks		
Seeks continuous learning and self-improvement		