



## Leadership Competency Guide

Use the categories below to help classify the leadership behaviors you observe.

### Communication

- Active listening
- Clear messaging
- Courageous conversation
- Constructive feedback
- Inclusive dialogue

### Initiative

- Problem-solving
- Taking ownership
- Stepping up without being asked
- Following through consistently

### Emotional Intelligence

- Empathy
- Self-awareness
- Emotional regulation
- Conflict navigation

### Collaboration

- Encouraging participation
- Building trust
- Supporting team cohesion
- Sharing credit

### Strategic Thinking

- Seeing patterns
- Anticipating challenges
- Decision-making
- Prioritization

### Values-Based Leadership

- Integrity
- Accountability
- Consistency between words and actions
- Ethical judgment

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## Weekly Reflection Questions

At the end of each week, reflect on the following:

1. Which leadership behaviors appeared most consistently?
  2. Which situations revealed unexpected leadership potential?
  3. What actions created the greatest positive impact?
  4. Which leadership competencies need further development?
  5. What patterns are emerging over time?
  6. What follow-up coaching or encouragement may be needed?
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## Leadership Observation Notes

### Key Insights

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### Emerging Leaders to Encourage

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### Actions to Reinforce

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### Individual Use

Track your leadership actions and reflect on how your behavior aligns with your values and goals.

### Team Leaders

Document examples of leadership demonstrated by team members to support recognition, coaching, and succession planning.

### Coaches & Facilitators

Use the log during workshops, leadership cohorts, mentoring sessions, or organizational leadership programs.

### Organizations

Incorporate the log into leadership development initiatives, talent reviews, and performance conversations.

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### Lead Boldly – Reflection Prompt

Leadership is not only demonstrated in major moments. It is revealed consistently in how we show up, respond, support others, and act under pressure.

**What leadership behavior did you observe today that deserves recognition, reinforcement, or repetition?**

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