

Emerging Leader Observation Log

A development-focused tool for noticing leadership behaviors before a title appears

Emerging leadership usually shows up first in small, repeated actions. Use this log to capture observable behaviors over time, strengthen coaching conversations, and identify practical stretch opportunities without turning one impression into a formal label.

Responsible use note

This resource is for developmental observation only. Do not use it as a standalone performance rating, promotion screen, hiring tool, or employment decision record. Record direct observations, not rumors, personality judgments, or protected personal characteristics.

Observation details

Individual observed

Role / team

Observer

Observation window

Date prepared

Context / project / meeting

How to use this log

- Choose a reasonable observation window, such as two to four weeks.
- Capture specific behaviors and examples; avoid vague labels like "natural leader."
- Look for repeated patterns across situations, not one strong moment.
- Use the notes to coach, mentor, recognize growth, or offer a stretch assignment.

Leadership behavior quick scan

Behavior focus	Not yet	Sometimes	Often	Example or evidence
Initiative & ownership Acts before being asked; follows through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Trust & peer relationships Builds rapport; recognizes others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Problem solving under pressure Stays constructive; identifies options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Communication & influence Explains clearly; listens actively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Feedback & learning agility Seeks feedback; applies learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Values & judgment Models values; shares credit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Informal support & mentoring Helps peers; strengthens the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Observation entries

Capture the story of what happened, what behavior was observed, and what follow-up would help the person keep growing.

Date	Situation / context	Behavior observed	Leadership signal / follow-up

Pattern summary

Repeated strengths observed

Coaching or growth opportunity

Suggested next stretch opportunity

Recommended follow-up date / conversation owner

Development conversation starters

- I noticed you did not wait for perfect conditions; you moved the work forward by...
- One pattern I am seeing is...
- A next stretch opportunity that could help you grow is...
- What support would help you take the next step with confidence?