



Tool 31-1. Essentials for Good Leadership

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Based on Chapter 31, “A Military View of Leadership in the Private Sector” in *The ASTD Leadership Handbook*.

Purpose: A checklist of essential leadership qualities for effective leadership in any organization.

- ☐ Know yourself
- ☐ Know your people and take care of them
- ☐ Create a vision others can see with passion to go there with you
- ☐ Communicate effectively—both ways
- ☐ Set the example—never forgetting what got you here
- ☐ Align expectations and set boundaries
- ☐ Play the hand you are dealt
- ☐ Be inclusive, but decisive when it is time for action
- ☐ Don't be dissuaded by risk—manage it