

## Checklist – Lead and Communicate

Tick when complete	Tasks	Templates provided
<input type="checkbox"/>	Consider different styles of leadership and think of appropriate styles for situational behaviour.	
<input type="checkbox"/>	Consider writing a training needs analysis (TNA) for your own position.	Yes – 'Training needs analysis' in Section 3
<input type="checkbox"/>	Evaluate your own skills as a leader – are there things you want to improve, develop or delegate to others?	Yes
<input type="checkbox"/>	Consider how people communicate within your business. If this could use some improvement, perhaps some training or support could help.	

## Template – Evaluation of leadership skills

Your leadership skills and training are important. You might find it helpful to fill out your own training needs analysis (TNA). A template can be found at the end of Section 3 – Induct, Train and Develop. You could set aside some time to develop your skills and knowledge.

### Communication skills

- Consider different ways to communicate with staff and customers – a newsletter, email bulletin etc.
- Improve your public speaking skills by attending a course or 'rostrum'.
- Improve your written communication to avoid misunderstandings and to present yourself and your business in the best way possible.

### Networking and professional development

- Attend industry events and workshops.
- Consider presenting sessions or speaking at industry events.
- Invite suppliers, competitors or people in the industry to meet you socially.
- Look at your competitors and the way they run their businesses – work out which skills they have that you would like to develop.

### Technical skills and technology

- Investigate new technologies that might help your business.
- Update your computer skills.
- Consider further education including business management courses.
- Engage a mentor or consultant to teach you new skills.

### Reading and research

- Find some books that you think would help your professional development.
- Subscribe to journals that will help you to keep up with developments in your industry.
- Find some websites that have news about professional development or about your industry.
- Update your knowledge about government regulations relating to your business operation.
- Find out about any government grants or incentives that might help your business (e.g. product development, commercialisation or training).

### Health and wellbeing

- Plan some ways to incorporate regular exercise into your work routine.