

## LEADERSHIP & TEAM DEVELOPMENT

	ALWAYS	SOMETIMES	NEVER
I carry out an exit interview when people leave my department			
I actively seek learning opportunities for my team in everyday situations			
I use the same motivational methods for all of my team members			
When people come to me with a problem, I ask questions to better understand the issue			
I change my communication style to fit the situation, as well as to meet the needs of the person with whom I am communicating			
I track leadership potential among my staff members			
All new staff have a personal development plan within a month of joining the department			
I track and manage my team's competencies, related to personal and organisational needs			
I encourage mentoring within my team			
I work with people to develop their leadership skills and talents			
I know which skills each member of my team needs to develop			
When people attend courses or other training events, they are required to share their knowledge with the rest of the team			

**Adapted from MindTools.com**

