

LEADERSHIP AND MANAGEMENT COMPETENCIES CHECKLIST

Aligns with the Australian Health Leadership Framework 2013

Checklist designed by Ilze Jaunberzins Principal PowerMind 2013 updated 2015 www.powermindleadership.com.au

LEADERSHIP <i>Establishes what is to happen</i>	RATING	MANAGEMENT <i>Makes it happen</i>	RATING
Establishes vision of the unit (organisation/team/shift)		Ensures all elements of Human Resources functioning – recruitment; orientation; performance appraisal ; career opportunities; disciplinary procedures, rostering ,education, exit interviews	
Sets the standard of the culture (clear values set)		Ensures equipment and supplies are available for safe & efficient care	
Knows the legislation affecting practice		Ensures compliance and adherence to legislation & policies	
Maintains boundaries – 100% accountable		Maintains boundaries – fluent and confident in having courageous conversations	
Sets strategic goals		Evaluates progression in time frames set	
Sets daily goals		Effectively manages malaligned behaviours quickly	
Sets the Key Performance Indicators – clinical and non clinical		Collects the KPIs & uses to drive improvement	
Sets the budget		Monitors expenses & income against budget	
Strong understanding of how to facilitate effective team functioning		Implements the strategies of building positive cultures and containment of inappropriate behaviours	
Strong understanding of political intelligence and influences of power		Strong negotiation and communication to senior management	
Committed to a culture of innovation and improvement		Quality Improvement is embedded, encouraged and rewarded	
Strong command of change management strategies		Implements sequential steps of change management & effectively manages resistors	
Personally buoyant in attitude; health & posture		Solution focussed and engages in prohealth behaviours	
Motivation mindset and provide opportunities for the motivated		Establishes and maintains a culture where the motivated can flourish	
Generous with praise		Generous with praise	
Effectively uses meeting processes to achieve key outcomes		Excellent meeting facilitator/chair	
Positive pursuit of leadership development		Actively engages in mentoring; supervision	
High awareness of impact of neuroscience & Neuroleadership in team functioning		Actively integrates neuroscience & Neuroleadership principles in daily practice	
EFFECTIVE COMMUNICATION WITHIN THE KEY SYSTEMS AND PROCESSES		EFFECTIVE COMMUNICATION WITHIN THE KEY SYSTEMS AND PROCESSES	

RATING COLOURS – Green It's my role and I do it Yellow – Not my role though I am aware Red It's my role & I need to do it