

Decision Leadership Guide

Consider a decision you face, and workshop with a peer to evaluate your leadership.

Role of the Leader	Behaviors Leaders Demonstrate	Check One		Comments
		Could Improve	Did Well	
Ownership - Take responsibility for decision making process - Be the “face” of a decision	Define and explain decision process and timeline	☐	☐	
	Monitor the status of decision	☐	☐	
	Drive activities associated with decision	☐	☐	
	Use “I” and “We” when discussing the decision	☐	☐	
Perspective - Hold a point-of-view - Bring broad perspective - Be aware of personal and organizational bias	Be direct and thorough in sharing assumptions, positions and underlying objectives	☐	☐	
	Use questions and insights to frame decision strategically	☐	☐	
Engagement - Solicit input - Communicate the decision and rationale	Identify and reach out to key stakeholders—up and down and across	☐	☐	
	Solicit input and openly debate/ resolve concerns	☐	☐	
	Explain context and reasoning	☐	☐	
Accountability - Hold oneself and others accountable - Ensure implementation	Clarify roles, responsibilities, and levels of involvement	☐	☐	
	Accept and acknowledge successes and missteps	☐	☐	
	Monitor progress and evaluate results	☐	☐	