

# DECISION LEADERSHIP GUIDE



Consider a decision you face and evaluate your leadership.

Observations for: \_\_\_\_\_

Date: \_\_\_\_\_

Role of the Leader	Behaviors Leaders Demonstrate	Check One		Comments
		Could Improve	Did Well	
<b>Ownership</b> • Take responsibility for decision making process • Be the “face” of a decision	Define and explain decision process and timeline	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor the status of decision	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive activities associated with decision	<input type="checkbox"/>	<input type="checkbox"/>	
	Use “I” and “We” when discussing the decision	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Perspective</b> • 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	<input type="checkbox"/>	<input type="checkbox"/>	
	Use questions and insights to frame decision strategically	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Engagement</b> • Solicit input • Communicate the decision and rationale	Identify and reach out to key stakeholders—up and down and across	<input type="checkbox"/>	<input type="checkbox"/>	
	Solicit input and openly debate/resolve concerns	<input type="checkbox"/>	<input type="checkbox"/>	
	Explain context and reasoning	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Accountability</b> • Hold oneself and others accountable • Ensure implementation	Clarify roles, responsibilities, and levels of involvement	<input type="checkbox"/>	<input type="checkbox"/>	
	Accept and acknowledge successes and missteps	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor progress and evaluate results	<input type="checkbox"/>	<input type="checkbox"/>	