

LEADERSHIP WORKBOOK

THE WORKBOOK FOR SUCCESSFUL LEADERS OF THE FUTURE

TIPS FOR BECOMING MORE SELF-AWARE AS A LEADER:

1. TAKE TIME TO LISTEN TO YOUR COLLEAGUES

2. IDENTIFY YOUR STRENGTHS AND WEAKNESSES

3. TAKE FEEDBACK SERIOUSLY

4. BE OPEN TO NEW IDEAS

5. TAKE RESPONSIBILITY FOR YOUR ACTIONS

6. ACKNOWLEDGE YOUR MISTAKES

7. MAKE YOUR GOALS CLEAR TO YOUR TEAM

8. TAKE REGULAR BREAKS

EXERCISE

Strength is a combination of physical and mental attributes. What can you do today that will help you develop your strengths and overcome your weaknesses? Make sure these are measurable and achievable, but also challenging enough to push yourself to reach your goals.

CHAPTER #2 DISCOVER YOUR STRENGTHS AND WEAKNESSES AS A LEADER

the LEADERSHIP MINDSET WORKBOOK

THE WORKBOOK FOR SUCCESSFUL LEADERS OF THE FUTURE

Success Planner and Journal
YOUR NAME GOES HERE

CHAPTER #3 COMMUNICATION SKILLS AS A LEADER

Take a closer look at your communication skills by identifying the components of effective communication.

1. Active listening

2. Clear and concise writing

3. Effective verbal communication

4. Conflict resolution

5. Decision-making

6. Problem-solving

7. Time management

8. Team building

9. Stress management

10. Work-life balance

11. Leadership style

12. Motivation

13. Networking

14. Public speaking

15. Negotiation

16. Delegation

17. Empathy

18. Resilience

19. Adaptability

20. Innovation

21. Creativity

22. Strategic thinking

23. Visionary leadership

24. Change management

25. Crisis management

26. Risk management

27. Project management

28. Quality management

29. Customer service

30. Employee engagement

31. Diversity and inclusion

32. Sustainability

33. Ethics

34. Social responsibility

35. Corporate governance

36. Compliance

37. Risk assessment

38. Business development

39. Marketing

40. Sales

41. Finance

42. Operations

43. Technology

44. Innovation

45. Research and development

46. Intellectual property

47. Legal

48. Tax

49. Insurance

50. Security

51. Environmental

52. Health and safety

53. Quality control

54. Customer feedback

55. Employee feedback

56. Supplier management

57. Vendor management

58. Procurement

59. Logistics

60. Supply chain management

61. Inventory management

62. Production

63. Distribution

64. Retail

65. Wholesale

66. E-commerce

67. Digital marketing

68. Social media

69. Content marketing

70. Search engine optimization

71. Pay per click

72. Email marketing

73. Direct response

74. Account based marketing

75. Inbound marketing

76. Outbound marketing

77. Sales funnel

78. Conversion optimization

79. A/B testing

80. User experience

81. Usability testing

82. Heatmaps

83. Clickstream analysis

84. Session replay

85. Customer journey mapping

86. Service blueprinting

87. Process mapping

88. Value stream mapping

89. Lean manufacturing

90. Six sigma

91. Total quality management

92. Continuous improvement

93. Kaizen

94. PDCA cycle

95. DMAIC

96. TQM

97. ISO 9000

98. ISO 14000

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JE Gale



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