

# Positive Leadership Practices Checklist: Energizing Skills

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## **Greet Others**

- ☐ Be the first to greet or say good morning to others as you pass them in the hallway. Smile and use people's names as you greet them. This communicates an open and respectful attitude towards others.

## **Set the Tone**

- ☐ The next time you enter a meeting with staff members, take a moment to think about the question, "How do I want people to feel when the meeting is over?". Begin with this end in mind, and let this guide your conversation and interactions with team members.

## **Begin with Positives**

- ☐ At the outset of your next meeting, invite team members to share in pairs one positive thing that has been experienced over the past week. Once they have shared in pairs, invite them to share some of their experiences with the full group.

## **Give Full Attention**

- ☐ In one-on-one conversations with others, be sure to give your full attention and focus on the person who is speaking. This may entail putting aside technology devices, removing other distractions, and asking clarifying questions to ensure that you fully understand what is being said by the other person.

## **Value Team Efforts**

- ☐ Acknowledge the importance of team members in meeting school goals. This may be done by beginning team meetings with the recognition of small step accomplishments, milestones met or progress made by the team working together.

## **Add Creative Breaks to Work Routines**

- ☐ In the midst of busy work periods with set timelines and deliverables, building in some creative breaks may add vitality and energy to the team. For example, delivering healthy snacks to staff room may provide a needed change to the routine of work, and may communicate appreciation to the team for their collective efforts.

## **Share Hopes, Dreams and Passions**

- ☐ In undertaking a new initiative or setting new directions for the team, leaders may inspire others by taking time to share their own hopes, dreams or passions related to future initiatives. As part of this sharing, genuinely affirming a belief in the capacity of team members to meet upcoming goals and achieving success creates optimism for moving forward together.

## **Speak Well of Each Other**

- ☐ Adopt a common team value of speaking well of each other both inside and outside the school. In other words, colleagues “have each other’s backs”. When misunderstandings arise between team members, encourage them to go to each other individually to clarify understanding and find mutual solutions.

## **Encourage Problem Solving**

- ☐ For every problem or concern brought forward at staff meetings, invite team members to also suggest or describe potential solutions. Brainstorming together and writing down potential actions on a flip chart or white board without immediate evaluation can provide an effective way of building solutions collectively as team members add to each other’s ideas for addressing specific areas of challenge or concern.

## **Acknowledging the Efforts of Others**

- ☐ Many team members put the interests of others ahead of their own, or go out of their way to be considerate of or helpful to others. This is often done without being noticed or asked to do so. As leaders, taking time individually to communicate appreciation for team members’ efforts for others can be both energizing and encouraging for them.