

How I Like to Lead

As a new leader joining a team, you can bring about a multitude of emotions for those who have preceded you on the team. Uncertainty may surface around your expectations, leadership style, values and beliefs. Help your team adjust by completing and highlighting elements of your leadership style and expectations in this questionnaire. Make time and space to review your answers with the team, ideally within your first two weeks.

Name: _____

Date: _____

Next Steps:

Provide each team member with the “How I Like to Be Led” questionnaire. Upon completion, have it returned to you to gain valuable insight into what each member of your new team needs from you to do their best work.

Leadership Style

How often will you conduct regular touch-base meetings with your employees?

Do you touch-base with a specific purpose or for discussion of any topic?

How do you recognize employees/team when they do well?

How do you express to employees/team when something is important to you?

What are your leadership strengths?

What opportunities for development as a leader do you have?

Communication and Problem Solving

How often do you expect to receive updates and information?

How should updates be presented (verbally, in writing, etc.)?

What are your preferred methods of communication (i.e., email, phone, face-to-face, etc.)

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How much detail do you want to know about a problem?

How do you handle disagreements/conflicts?

What is your decision-making style? Do you consult with team members, or do you typically make decisions on your own?

How should an employee/team approach you if they have questions/concerns about a decision?

Do you have an “open door” policy, or should team members schedule time to discuss questions/concerns? Perhaps you prefer “office hours?”

Performance Expectations

What is your vision for the team and how will the team support those it serves?

What are the top priorities/goals for employees/team?

What behaviors do you expect from employees/team?

What is your definition of a top performer?

When and how will employees/team receive performance feedback? (*UAB recommends at least Quarterly*)

How will employees/team know if performance is not satisfactory?

What are the performance expectations for today and moving forward?

Other

Share to the level of your comfort:

Personal & Professional (Family, Hobbies, Interest, Education, Experience, Career goals)