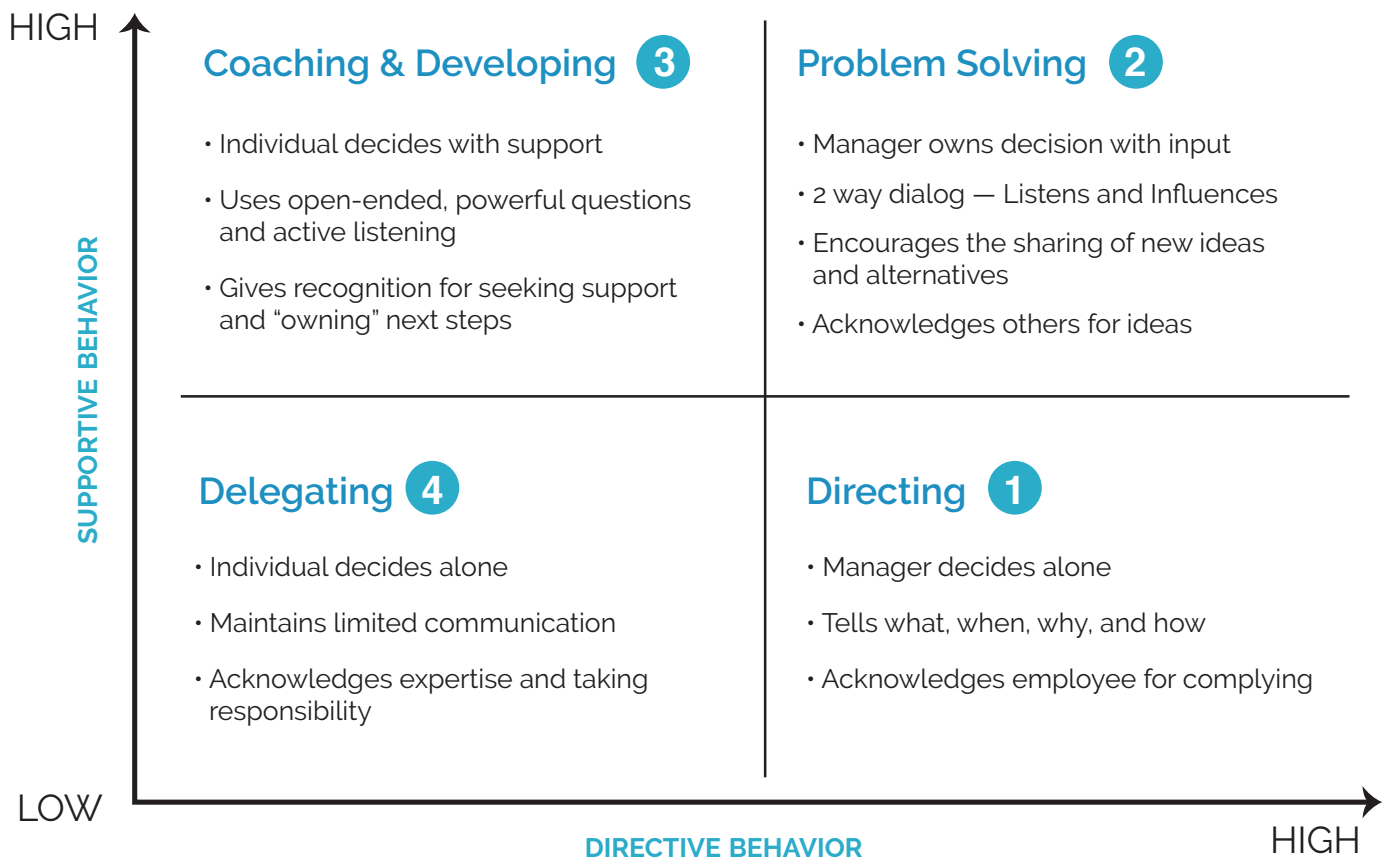


Leader's Window



USES

- Assess individuals for a specific task
- Align leader and direct report up front before task assignments
- Master appropriate leadership behaviors by situations

HELPFUL TIPS

- ✓ Each approach has implications for:
 - Decision owner (you or them)
 - Communication style
 - Acknowledgement for compliance
- ✓ Great leaders master all four quadrants: Directing, Problem Solving, Coaching, and Delegating
- ✓ Situational - based on a particular task/project and the individual
 - Be aware of your own propensity to dwell in same box
 - Guard against putting an individual in same box for all tasks

Ability and Motivation

STEPS FOR SUCCESS

- 1st** Identify a task/project for completion
- 2nd** Assess the individual for the specific task/project
 - Use the Ability & Motivation worksheet below to score candidate
- 3rd** Sit with the individual to align and discuss ratings; update score and leadership style if needed
- 4th** Ensure task completion; acknowledge/appreciate

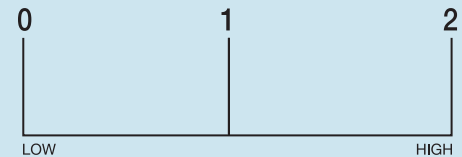
Consider all 4 bullets for a single score for Ability; repeat for Motivation

RATE ABILITY

ABILITY SCORE

- Education, training, experience
- Interpersonal Skills: up, across and down
- Job knowledge
- Organizational knowledge/influence

SCORE ABILITY: _____



RATE MOTIVATION

MOTIVATION SCORE

- Interest in task
- Confidence
- Willingness to assume responsibility
- Alignment with values

SCORE MOTIVATION: _____

Total A + M = _____

Score on Ability (0, 1, or 2) and Motivation (0,1, or 2), then add those two scores together. It will equal 0, 1, 2, 3, or 4.

Now, refer back to the Leader's Window for the corresponding leadership style

source: adapted from *The Leader's Window*, John Beck and Neil Yeager