

good  
people  
**great**  
**leaders**

**Leadership Audit**

**Ricky Nowak, CSP**

Author | Speaker | Consultant | Coach

Suite 1432, 1 Queens Road  
Melbourne Victoria 3004

T 03 9500 9886  
M 0419 839 994

[leadership@rickynowak.com](mailto:leadership@rickynowak.com)

[www.rickynowak.com](http://www.rickynowak.com)

**RICKYNOWAK**  
*The Leading Edge in Business*

# Introduction

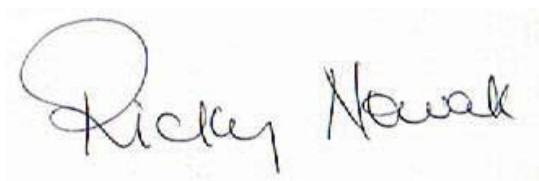
---

It's true that the buck stops with the leader of an organisation but when the buck really stops because staff or customers walk out the door it can be a little too late to start asking why they're leaving, going to our competitors, not renewing contracts or worse still not wanting to do business with us again.

But go on, be brave ASK your staff and customers what they think...they will still respect you in the morning.

When your leadership extends beyond the delivery of product and service to include authentic and real leadership skills of integrity and respect to the people who are both the internal and external customer the litmus test is a positive one.

This guide will assist you in auditing your leadership skills and help you to keep track of where your people assets and liabilities may be!

A handwritten signature in black ink that reads "Ricky Nowak". The signature is written in a cursive style with a large, looped initial 'R'.

Ricky Nowak, MAICD  
Certified Speaking Professional

# How to use this Leadership Audit

---

Take a few moments to reflect on your leadership and communication style.

Use the following Leadership Audit to look candidly at your strengths and challenges as a Leader at work, in business, industry and in your relationships with customers and staff.

Once this audit has been done, go to the next level by asking your staff to add their ranking and see where the gaps are.

Make an action list together with what you are willing to do and put the plan into action.

As you answer the questions in each section, use this scoring method to keep it easy

5 = Always

4 = Most of the time

3 = Sometimes

2 = Not very often

1 = Never

Don't be afraid to share this insight with your colleagues and encourage them to do one also. Reflect on this practical and easy to use guide before meetings, presentations or simply as a way of reminding yourself of what really matters most.

# Good People Great Leaders – At Work

---

5 = Always

4 = Most of the time

3 = Sometimes

2 = Not very often

1 = Not at all

1. I encourage dialogue and discussion in meetings.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5
  
2. I adjust my communication style to fit the people I am working with.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5
  
3. I am able to stop talking before others stop listening.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5
  
4. I am a good listener and do not interrupt.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5
  
5. I seek opportunities to give and receive honest feedback.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5
  
6. I work on improving my communication skills with all levels of staff.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5
  
7. I take an active part in ensuring my team/staff communicate openly.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

# Good People Great Leaders – At Work

---

My strengths are:

---

---

---

My challenges are:

---

---

---

What I would like to work on now:

---

---

---

What I would like to work on in the long term:

---

---

---

The purpose of improving the above skills will be to

---

---

---

and my goal to achieve this will be by (insert date) \_\_\_\_\_

I will share the learning outcomes by (tick the box):

- presenting the results or research to my team
  - taking on a community role
  - becoming a mentor or coach for a staff member
  - other
- 
-



# Good People Great Leaders – In Business

---

5 = Always

4 = Most of the time

3 = Sometimes

2 = Not very often

1 = Not at all

1. I return calls to others quickly and courteously – even if I haven't got answers for them.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

2. I respond to emails promptly or if I can't I ask my assistant or someone else to assist me.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

3. I give without expectation and remember without forgetting.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

4. I am prepared to network and keep up to date with new contacts both inside and outside my industry.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

5. I am known for walking my talk and being honest and fair.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

6. I watch, look and respond to industry trends and keep my customers informed.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

7. I respect work/life balance of my staff and those around me.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

# Good People Great Leaders – In Business

---

My strengths are:

---

---

---

My challenges are:

---

---

---

What I would like to work on now:

---

---

---

What I would like to work on in the long term:

---

---

---

The purpose of improving the above skills will be to

---

---

---

and my goal to achieve this will be by (insert date) \_\_\_\_\_

I will share the learning outcomes by (tick the box):

- presenting the results or research to my team
  - taking on a community role
  - becoming a mentor or coach for a staff member
  - other
- 
-



# Good People Great Leaders – In Industry

---

5 = Always

4 = Most of the time

3 = Sometimes

2 = Not very often

1 = Not at all

1. I keep up to date with local and international research, activities, learning opportunities so my knowledge is relevant to what my clients and customers are looking for.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

2. I share my knowledge with other experts in at forums, professional business groups or industry institutes or associations willingly.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

3. I am willing to speak at functions as an expert or write articles which showcase my knowledge and expertise.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

4. I have a mentor/s or business coach to keep me focused and accountable.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

5. I build strong relationships within my industry so I can call on others to assist me if I am not confident or competent in an area.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

6. I look for ways to improve our industry standards with may include talking to those who like to take a more active or political role than myself.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

7. I look at other industries and compare what they are doing and what may be of interest to ours.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

# Good People Great Leaders – In Industry

---

My strengths are:

---

---

---

My challenges are:

---

---

---

What I would like to work on now:

---

---

---

What I would like to work on in the long term:

---

---

---

The purpose of improving the above skills will be to

---

---

---

and my goal to achieve this will be by (insert date) \_\_\_\_\_

I will share the learning outcomes by (tick the box):

- presenting the results or research to my team
  - taking on a community role
  - becoming a mentor or coach for a staff member
  - other
- 
-



# Good People Great Leaders – In Relationships

---

5 = Always

4 = Most of the time

3 = Sometimes

2 = Not very often

1 = Not at all

1. I build rapport and empathy before I ask for favours.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

2. I respond to difficult situations in a timely and respectful way.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

3. I trust my intuition to help me get to the answers I need.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

4. I have deal with how people may be feeling before I deal with the problem.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

5. I am known for keeping confidential conversations.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

6. I will turn off my Blackberry or eMail when in meetings and in my office if someone comes to see me.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

7. I regularly take time to follow up conversations with staff and customers.

Self Audit	1	2	3	4	5
Staff Audit	1	2	3	4	5

# Good People Great Leaders – In Relationships

---

My strengths are:

---

---

---

My challenges are:

---

---

---

What I would like to work on now:

---

---

---

What I would like to work on in the long term:

---

---

---

The purpose of improving the above skills will be to

---

---

---

and my goal to achieve this will be by (insert date) \_\_\_\_\_

I will share the learning outcomes by (tick the box):

- presenting the results or research to my team
  - taking on a community role
  - becoming a mentor or coach for a staff member
  - other
- 
-



