

Motivation and Guidance in Leadership Checklist

This checklist provides examples of practices leaders can use to create an environment in which work can get done in an effective and rewarding way. Providers who are expected to demonstrate beliefs and values that include behaviors such as valuing and respecting families, supporting their decisions, including them as full team members and enhancing their confidence and competence need leadership

that exemplifies and demonstrates these same beliefs and values.

The checklist can be used by leaders at both the state and local program level as a self-evaluation to determine if they are practicing and promoting these values and beliefs on a daily basis. Leaders lead by doing and setting the example.

Leader: _____

Date: _____

| Please indicate the extent to which you use these practice characteristics as a leader: | Seldom or never (0 - 25%) | Some of the time (25 - 50%) | As often as I can (50 - 75%) | Most of the time (75 - 100%) | Notes |
|--|------------------------------|--------------------------------|---------------------------------|---------------------------------|-------|
| 1. Communicate statutes, policies, codes of ethics, and procedures to assist others in understanding the reasons behind decisions and actions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Create an organizational environment in which all staff members are treated with respect and trust | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Model and promote participatory decision making to ensure staff investment in work plans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Provide clear information about the purpose and expectations of assigned tasks or responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Establish clear and open feedback loops for assigned work responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Commit to and provide resources for staff to engage in learning opportunities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Understand and establish professional boundaries; yet promote an open and caring workplace where people want to come each day | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Ensure that staff members take individual responsibility and honor the responsibilities of others for getting work done in a competent and timely way | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

This checklist is based upon the following *DEC Recommended Practices*: Leadership 1, 2, 3, 5, 7, 8, 10, 12, 13

The DEC Recommended Practices are available at <http://dec-sped.org/recommendedpractices>

Access this checklist and other products at <http://ectacenter.org/decrp>

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