



Motivation and Guidance in Leadership

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.

DEC Recommended Practices: Leadership 1–3, 5, 7, 8, 10, 12, 13
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ecta Early Childhood
Technical Assistance Center

Practitioner

Child

Date

Instructions

Rate how often you used each practice characteristic:

1. Seldom (0–25%)
2. Sometimes (25–50%)
3. Often (50–75%)
4. Almost always (75–100%)

Practice Characteristics

1. Communicate statutes, policies, codes of ethics, and procedures to assist others in understanding the reasons behind decisions and actions.
2. Create an organizational environment in which all staff members are treated with respect and trust.
3. Model and promote participatory decision making to ensure staff investment in work plans.
4. Provide clear information about the purpose and expectations of assigned tasks or responsibilities.
5. Establish clear and open feedback loops for assigned work responsibilities.
6. Commit to and provide resources for staff to engage in learning opportunities.
7. Understand and establish professional boundaries; yet promote an open and caring workplace where people want to come each day.
8. Ensure that staff members take individual responsibility and honor the responsibilities of others for getting work done in a competent and timely way.

1 2 3 4

