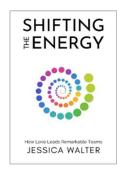
## Energizing Leadership Feedback Checklist



Please review the statements below and check each one that describes behaviors you've observed from your leader and the team environment they've created. Your responses will help your leader identify what's working well and what could be improved.

From the book Shifting the Energy

Available on Amazon and Audible

ADOPT A SUPPORTIVE MINDSET		
I have the skills, training, and practice needed to do my work well		
My leader gives me flexibility and autonomy in how I complete my work		
When our team is busy, my leader pitches in to lighten the load		
I feel confident that my leader sticks up for our team when we're not present		
When my leader needs to share corrective feedback, they do it as soon as possible		
My leader provides clear expectations and sticks to them – expectations don't constantly change		
My leader makes sure I can be "off-off" when I'm away from work		
My leader never makes me feel guilty about taking time off		
My leader knows how to spot signs of burnout in team members		
My leader helps me remove roadblocks or obstacles that get in my way		
My leader frequently tells me what I'm doing well		
Before making important decisions, my leader takes time to understand the situation, the day-to-day work, and/or employees' perspectives so they can make high-quality decisions		
I understand our vision for the future and our plan to achieve it		
I have enough protected blocks of time to focus and concentrate without being disturbed		
My work location is determined by the type of work to be completed (not the day of the week or the number of days to be worked in a specific location)		

## **FOSTER A FRIENDLY CULTURE**

Team members frequently offer appreciation and gratitude to each other
As a team, we have a habit of being courteous with each other
It's common to see team members do small favors for each other
When we have conflicts or disagreements, we work together in a healthy way to find a solution that best meets the needs of everyone involved
We never interrupt each other
On our team, we never try to make each other feel bad
It's common for us to spend some time chatting about personal topics during our meetings with each other

## FOSTER A FRIENDLY CULTURE (continued) We celebrate each other's birthdays, work anniversaries, personal accomplishments, and professional accomplishments together We celebrate together any time we complete a major project The team feels safe sharing their perspective, even when it is different than what others have shared No matter what happens outside of our team, we know we can come back to each other to feel connected and protected When we're together, there's a warm, welcoming vibe It's common for our team to laugh a lot when we're together No one on our team feels like they have to put on a false front when we're together – everyone feels comfortable being themselves We know we can rely on each other to complete our portion of the work When one team member isn't able to give their best, the rest of us fill in until our teammate is back on their feet We often "swarm" together as a team to overcome setbacks

## PRACTICE OPEN COMMUNICATION

My leader regularly invites feedback, input, and ideas
When I share input, ideas, or feedback, my leader communicates how it will be used or applied
There are plenty of opportunities to share input, ideas, and feedback with my leader
My leader is transparent about business challenges and how we plan to overcome them
I've never heard my leader gossip, vent, or share something that should have remained private
My leader asks for input when making decisions that affect me
I feel like my leader truly listens and tries to understand my point of view or how I feel
I trust that my leader doesn't intentionally mislead me
I usually hear important news from my leader or other official channels – not from coworkers, customers, family, news media, social media, etc.
When major changes happen, my leader explains the rationale and the process behind them
My leader communicates in a way that is genuine and straightforward
My leader stays calm and encouraging when I bring up a problem or disagree with them
My leader encourages two-way dialogue and makes me feel welcome to contribute to conversations
I feel well-informed about what's going on at work
My leader uses open, welcoming body language (examples: making eye contact, turning toward people to listen, using encouraging gestures, using the camera during video calls, etc.)



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