

## Checklist – Lead and Communicate

Tick when complete	Tasks	Templates provided
<input type="checkbox"/>	Consider different styles of leadership and think of appropriate styles for situational behaviour.	
<input type="checkbox"/>	Consider writing a training needs analysis (TNA) for your own position.	Yes – 'Training needs analysis' in Section 3
<input type="checkbox"/>	Evaluate your own skills as a leader – are there things you want to improve, develop or delegate to others?	Yes
<input type="checkbox"/>	Consider how people communicate within your business. If this could use some improvement, perhaps some training or support could help.	