

THE LEADERS BLUEPRINT

KEY ACTIONS		TASK	TEAM	INDIVIDUAL
DEFINE OBJECTIVES		Identify Tasks & Constraints	<ul style="list-style-type: none"> • Hold Team Meetings • Share Commitment 	<ul style="list-style-type: none"> • Clarify Objectives • Gain Acceptance
PLAN	Gather Information	Consider Options Check Resources Develop Suggestions Assess Skills	<ul style="list-style-type: none"> • Consult • Encourage Ideas 	
	Decide	Priorities Time Scales Standards	Structure	<ul style="list-style-type: none"> • Allocate Jobs • Delegate • Set Targets
BRIEF		Clarify Objectives Describe Plan	<ul style="list-style-type: none"> • Explain Decisions • Listen • Answer Questions • Enthuse • Check Understanding 	
MONITOR		Assess Progress Maintain Standards	<ul style="list-style-type: none"> • Co-ordinate • Reconcile Conflict 	<ul style="list-style-type: none"> • Advise • Assist/Reassure • Counsel • Discipline
			Recognise Effort	
EVALUATE		Summarise Progress Review Objectives Re-plan If Necessary	Recognise & Gain From Success Learn From Mistakes	<ul style="list-style-type: none"> • Appraise Performance
			<ul style="list-style-type: none"> • Guide/Train/Coach • Give Praise 	