

VANGUARD BUSINESS EDUCATION

Leadership Skills Checklist

Good leadership comes down to a handful of practical skills you can name and improve. This checklist breaks them into four areas: communication, delegation, team coordination and problem solving. Tick what you do well, mark what you want to strengthen, then turn the gaps into a short action plan. Use it as a personal audit you revisit each quarter.

Why leadership skills matter

Teams follow leaders who communicate clearly, delegate fairly and solve problems without drama. These skills are learnable. Naming them is the first step to building them.

Communication

Giving feedback

- I give specific, timely feedback rather than saving it up
- I balance what worked with what to improve

Difficult conversations

- I raise issues directly instead of avoiding them
- I focus on behaviour and facts, not personality

Team communication

- I keep my team informed of changes that affect them
- I check understanding rather than assuming it

Delegation

Task allocation

- I match tasks to the right person and their workload
- I delegate outcomes, not just instructions

Accountability

- I make it clear who owns each task
- I follow up without micromanaging

Team coordination

Workflow management

- I plan work so the team is not over or under loaded
- I spot bottlenecks before they stall the team

Team support

- I notice when someone is struggling and step in
- I remove obstacles so my team can do their job

Problem solving

Decision making

- I make timely decisions with the information I have
- I involve the right people without stalling

Workplace issues

- I tackle the cause, not only the symptom
- I stay calm and practical under pressure

Personal action plan

Pick the two skills you most want to strengthen and write a concrete action for each.

Skill to build (1)	
Action this month	
Skill to build (2)	
Action this month	
Review date	

Ready to Take the Next Step?

If you would like guidance on selecting the most suitable qualification pathway, visit Vanguard Business Education or speak with our team. All qualifications are delivered 100% online with no entry requirements, and our on-site assistant SmartCoach™ can answer your questions at any time.

Browse qualifications: <https://vanguardbusinesseducation.edu.au/business-qualifications/>

Make an enquiry: <https://vanguardbusinesseducation.edu.au/contact-us/>