<table>
<thead>
<tr>
<th>THEME</th>
<th>FOCUS</th>
<th>SKILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGEMENT FUNDAMENTALS</td>
<td>Managing outcomes</td>
<td>What are the foundations for achieving results?</td>
</tr>
<tr>
<td></td>
<td>Business acumen</td>
<td>What are the important things to focus on and manage well?</td>
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<tr>
<td></td>
<td>Organisational knowledge</td>
<td>Do you have a breadth and depth of understanding?</td>
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<tr>
<td></td>
<td>Personal excellence</td>
<td>Do you lead by example, and manage and develop yourself?</td>
</tr>
<tr>
<td>LEADERSHIP IMPACT</td>
<td>Leading people</td>
<td>What is your impact as a leader on the individuals you lead?</td>
</tr>
<tr>
<td></td>
<td>Leading teams</td>
<td>How do you deal with the dynamics of groups in the day-to-day and during difficult times?</td>
</tr>
<tr>
<td></td>
<td>Problem solving</td>
<td>What is in your repertoire for analysing, diagnosing and resolving issues?</td>
</tr>
<tr>
<td></td>
<td>Vision and strategy</td>
<td>Where do you want to take your team, and how are you going to get there?</td>
</tr>
<tr>
<td>EMOTIONAL INTELLIGENCE</td>
<td>Self awareness</td>
<td>How accurately do you recognise your own emotions and self-worth?</td>
</tr>
<tr>
<td></td>
<td>Self management</td>
<td>How well do you use your emotions, strengths and skills every day?</td>
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<tr>
<td></td>
<td>Social awareness</td>
<td>Do you read and respond to the emotions and relationships within groups?</td>
</tr>
<tr>
<td></td>
<td>Relationship management</td>
<td>How do you manage your interactions with others?</td>
</tr>
</tbody>
</table>

**Self Checklists**

- Leadership styles
- Coaching and developing staff
- Authentic conversations
- Values, motives and preferences
- Engaging and inspiring people
- Team dynamics and team development
- Communicating with impact
- Influence and political intelligence
- Managing change and transition
- Analytical thinking
- Innovation and creativity
- Intuitive insight
- Decision making
- Strategic thinking
- Entrepreneurship
- Implementing strategy

**Manager Checklists**

- Emotional self-awareness
- Accurate self-assessment
- Self-confidence
- Emotional self-control
- Transparency
- Adaptability
- Achievement
- Initiative
- Optimism
- Empathy
- Organisational awareness
- Service orientation
- Developing others
- Inspirational leadership
- Change catalyst
- Influence
- Conflict management
- Teamwork and collaboration