Our partners at Pollinate Networks Inc. created a **Leadership Effectiveness Checklist** to help safeguard your culture during these challenging times. Review the checklist. Are there areas here that could put you in a place where your culture is at risk? Or are there areas you could focus on now to strengthen the culture?

In times of crisis, the tone, trust, timing, and tolerance you demonstrate, will be key to team. When your team becomes virtual, having presence, setting precedent, and establishing priorities at a steady pace are the actions that develop culture. How will you know success? Check the evidence of effectiveness by celebrating accomplishments, managing capacity, ensuring the completion and coordination of efforts.

Leadership Effectiveness Checklist

In Crisis

❑ Tone	• What do I need now to achieve an authentic and balanced tone? • Can I be gentle when I feel urgent and focused when I am being compassionate?
❑ Trust	• Are our meetings and conversations building trust? • Are people showing accountability to the things they are entrusted with?
❑ Timing	• What is the right time to talk about issues and mistakes? • What is the right time to talk about changes in plans? • Should I compartmentalize for people, so they aren't overwhelmed? • What is important for people to stay informed?
❑ Tolerance	• How are people expressing their trauma? • How can I show patience for any lack of focus or lagging without putting the business at risk? • What tensions do I need to address?

Virtual Leadership

❑ Presence	• Am I present with each person regularly (based on their need)? • Am I intentionally spending more time where there's less experience, new tasks, changed plans, detailed explanations? • Did I remember to ask about wellness?
❑ Precedent	• Where can you identify a new way of working that *is working*? • How can we lock in this best practice together? • Can we adjust without starting over?
❑ Priorities	• Is it clear for the business what is paused, what is stopped and what is urgent? • Does each person have Individual priorities? • Are you taking breaks? Are others?
❑ Pace	• Is everyone with me? • If people are ahead, are they doing the right things? • If people are behind, do they need breaks? How can they get one?

Evidence of Effectiveness

❑ Celebration	• Do you find meaningful accomplishments to celebrate? • Are people feeling appreciated and appreciative? • How do you know?
❑ Capacity	• Who has capacity? • Who is over capacity? • How do you know?
❑ Completion	• Are you getting things done? • Are others getting things done? • How do you know?
❑ Coordination	• Are people working together well? • Does the team feel like they are working together well? • How do you know?

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