

 Leadership Checklist

ALTRUISM

How wide is the wingspan of your contribution and caring for others?

CONSIDER THESE QUESTIONS:

Do you believe that the world will be a better place because of your leadership?

Do you consciously strive to make the workplace a positive environment for all?

Do those who work with and for you know you to be a person who cares about them and the organization?

I. Checking on Altruism

For the following statements, circle either (mostly) YES or (mostly) NO

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| 1. I am kind and encouraging to employees. | YES NO |
| 2. I am approachable. | YES NO |
| 3. I am a good listener. | YES NO |
| 4. I have made a positive difference in someone's life/career. | YES NO |
| 5. I uphold ethical behavior in my organization. | YES NO |
| 6. The compensation structure of my company is fair, and not top-loaded. | YES NO |
| 7. When layoffs need to be made, I personally address those affected or ensure that they are treated with respect. | YES NO |
| 8. My employees know me to be fair and honest. | YES NO |
| 9. I give to nonprofit groups, relief agencies, and organizations that support those in need. | YES NO |
| 10. I have personally volunteered to participate in projects to help those in need. | YES NO |

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| 11. My organization fosters a culture of giving and volunteering. | YES NO |
| 12. In performance reviews I am honest, direct, and compassionate while holding employees accountable to agreed-upon standards and results. | YES NO |
| 13. I am a familiar sight throughout my organization. | YES NO |
| 14. I am accessible and willing to listen to constructive grievances. | YES NO |
| 15. I encourage others to challenge me and to offer alternative solutions without fear of reprisal. | YES NO |
| 16. I would give up my position if it was in the best interest of the organization. | YES NO |
| 17. My organization has a good reputation in the community. | YES NO |
| 18. When the community has a need, we help. | YES NO |
| 19. I have a genuine interest in the quality of life of my employees. | YES NO |
| 20. My employees are proud to work for our organization. | YES NO |
| 21. My organization's service or product benefits mankind. | YES NO |
| 22. My organization has a thoughtful benefits package. | YES NO |
| 23. I am nonjudgmental and respect diversity. | YES NO |
| 24. I volunteer for kids/schools/community events/fundraising. | YES NO |
| My organization offers: | |
| 25. Ongoing development and career training | YES NO |
| 26. Degree programs | YES NO |
| 27. Childcare | YES NO |

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| 28. Flex time | YES NO |
| 29. Coaching | YES NO |
| 30. Recognition programs | YES NO |

Add up the number of YES responses.

20 to 28 YES: Congratulations! Keep it up, and always look for more opportunities to demonstrate your altruism.

15 to 20 YES: Doing well, but look for more ways to expand your capacity to positively affect the lives of others.

10 to 15 YES: Need improvement. Go back through the list and identify some areas where you can improve and increase your contributions to others.

Less than 10 YES: Unacceptable. It's time to reevaluate your career and leadership and make a new commitment to altruism. The next exercise will give you some suggestions.

II. Putting the Gift of Giving Into Practice

Below is a list of altruistic activities to do in the workplace. Regardless of your score on the previous exercise, circle four that you will do in the next few months (though if you scored low, you could circle more than four). Beside each circled activity, write a date. Put these dates and actions on your calendar or to-do list, and stick to it.

- 1.** Participate in orientation sessions for new hires.
- 2.** Ensure that your organization has well-designed and wellattended leadership/management development programs.
- 3.** Provide one-on-one executive coaching as part of leadership development.
- 4.** Have a 360-degree review conducted on yourself, once year, and communicate results and intentions to participants.
- 5.** Conduct regular employee surveys. Communicate the results and address identified issues.
- 6.** Conduct regular customer surveys. Communicate the results and address identified issues.



7. Set aside time once a month when any employee can come and talk with you.
8. Initiate a company-wide volunteer program to support community needs.
9. Establish a mentoring program for new hires and for those new to leadership.
10. Send personalized birthday cards to your employees.
11. Hold a hand of or put an arm around someone who needs encouragement.
12. Greet employees at the front door at the beginning of a workday.
13. Spend some time in a different department once a month.
14. Educate employees on the fundamentals of departmental/ company budgets and teach them to understand the connection of their work to the financial success of the whole.

In the end, our lives and our leadership will best be remembered by how much we cared, not by how much money we made. *What will your legacy be?*