

How to Use This Library

This book presents a 100-template participant toolkit for leadership training. Use the numbered handouts selectively during live sessions, print the pages you need, or adapt the prompts to your programme. Each template is designed to stay concise, practical and complete on a single page.

Using the templates

- Every template sits on its own page, so you can use or print any one without the others.
- Fields are fillable on screen. Print the page when participants prefer to write by hand.
- Ten parts cover the leadership journey, from self-leadership to workplace transfer.
- Rate honestly, write briefly and finish each page with a clear commitment.

Index of Templates

01 Self-Leadership & Personal Effectiveness

- | | |
|-----|--------------------------------------|
| 001 | Leadership Self-Assessment |
| 002 | My Leadership Strengths Map |
| 003 | Leadership Values Clarifier |
| 004 | Personal Leadership Blind Spots |
| 005 | Emotional Trigger Tracker |
| 006 | Response vs Reaction Worksheet |
| 007 | Personal Energy and Focus Audit |
| 008 | Leadership Confidence Builder |
| 009 | My Leadership Behaviour Gap |
| 010 | Personal Leadership Development Plan |

02 Vision, Strategy & Decision-Making

- | | |
|-----|---------------------------------|
| 011 | Vision-to-Action Canvas |
| 012 | Strategic Priorities Matrix |
| 013 | Goal Alignment Worksheet |
| 014 | Decision-Making Framework |
| 015 | Decision Quality Checklist |
| 016 | Problem Definition Canvas |
| 017 | Root Cause Analysis Sheet |
| 018 | Risk and Consequence Matrix |
| 019 | Assumptions Challenge Worksheet |
| 020 | 30-Day Strategic Action Planner |

03 Team Leadership & Trust

- | | |
|-----|-------------------------------------|
| 021 | Team Effectiveness Diagnostic |
| 022 | Team Trust Assessment |
| 023 | Team Strengths and Skills Map |
| 024 | Team Working Agreements |
| 025 | Psychological Safety Pulse Check |
| 026 | Team Roles and Responsibilities Map |
| 027 | Collaboration Breakdown Analyzer |
| 028 | Team Conflict Mapping Sheet |
| 029 | Inclusion and Participation Audit |
| 030 | Team Improvement Charter |

04 Performance, Goals & Accountability

- 031 Performance Goal Builder
- 032 KPI and Success Measures Planner
- 033 Expectations Alignment Sheet
- 034 Accountability Agreement
- 035 Ownership and Follow-Through Tracker
- 036 Performance Gap Diagnostic
- 037 Performance Review Preparation Sheet
- 038 Underperformance Action Planner
- 039 Delegation Accountability Tracker
- 040 Team Results Review Dashboard

05 Communication, Feedback & Difficult Conversations

- 041 Leadership Communication Style Check
- 042 Active Listening Practice Sheet
- 043 Feedback Preparation Canvas
- 044 SBI Feedback Practice Worksheet
- 045 Difficult Conversation Planner
- 046 Assertive Communication Builder
- 047 Message Clarity Checklist
- 048 Conflict Conversation Map
- 049 Stakeholder Communication Planner
- 050 Conversation Reflection and Improvement Sheet

06 Coaching, Mentoring & Employee Development

- 051 Coaching Conversation Planner
- 052 GROW Coaching Worksheet
- 053 Powerful Questions Builder
- 054 Employee Development Needs Map
- 055 Individual Development Plan
- 056 Career Aspiration Conversation Sheet
- 057 Skill-Building Practice Planner
- 058 Coaching vs Telling Decision Guide
- 059 Mentoring Session Record
- 060 Employee Growth Review

07 Delegation, Productivity & Time Management

- 061 Delegation Readiness Assessment
- 062 Task-to-Person Delegation Matrix
- 063 Delegation Briefing Planner
- 064 Decision Authority Matrix
- 065 Leadership Time Audit
- 066 Priority and Urgency Matrix
- 067 Stop–Start–Continue Worksheet
- 068 Meeting Effectiveness Audit
- 069 Bottleneck Identification Sheet
- 070 Weekly Leadership Execution Planner

08 Change Leadership & Innovation

- 071 Change Readiness Assessment
- 072 Change Impact Mapping Sheet
- 073 Stakeholder Support and Resistance Map
- 074 Change Communication Planner
- 075 Resistance Root Cause Worksheet
- 076 Change Adoption Action Plan
- 077 Innovation Opportunity Canvas
- 078 Idea Evaluation Matrix
- 079 Experiment and Learning Planner
- 080 Change Progress Review

09 Ethics, Resilience & Leadership Under Pressure

- 081 Ethical Decision Check
- 082 Leadership Dilemma Analysis
- 083 Values-to-Behaviour Audit
- 084 Pressure Response Assessment
- 085 Resilience Resource Map
- 086 Setback and Learning Review
- 087 Leadership Risk and Responsibility Check
- 088 Trust Repair Action Planner
- 089 Boundary-Setting Worksheet
- 090 Crisis Leadership First-Response Planner

10 Leadership Practice, Reflection & Transfer

091	Leadership Case Analysis Sheet
092	Leadership Scenario Decision Record
093	Peer Observation and Feedback Form
094	Leadership Role-Play Scorecard
095	Leadership Behaviour Experiment
096	Daily Leadership Reflection Log
097	Manager Observation Checklist
098	30-Day Leadership Transfer Plan
099	Leadership Accountability Partner Sheet
100	My Leadership Commitment Card

TEMPLATE 001

Leadership Self-Assessment

Rate how consistently you show each behaviour. Be honest, not generous.

	1	2	3	4	5
I set a clear direction for my team.	☐	☐	☐	☐	☐
I listen fully before I decide.	☐	☐	☐	☐	☐
I give timely, respectful feedback.	☐	☐	☐	☐	☐
I take responsibility when things go wrong.	☐	☐	☐	☐	☐
I develop the people around me.	☐	☐	☐	☐	☐
I stay composed under pressure.	☐	☐	☐	☐	☐
I follow through on my commitments.	☐	☐	☐	☐	☐

1 = Rarely, 5 = Consistently

My two highest-rated behaviours

The behaviour I most want to strengthen

First action I will take this month

TEMPLATE 002

My Leadership Strengths Map

Name your strengths and show where they create value.

Strength	Evidence from my work	How it helps my team

One strength I will use more deliberately

How I will avoid overusing it

TEMPLATE 003

Leadership Values Clarifier

Tick the five values that should guide your decisions, then make them visible.

☐ Integrity

☐ Respect

☐ Accountability

☐ Courage

☐ Fairness

☐ Excellence

☐ Collaboration

☐ Learning

☐ Service

☐ Transparency

My top value	What it looks like in my behaviour

A decision I will make differently because of my values

TEMPLATE 004

Personal Leadership Blind Spots

Compare how you think you come across with how others may experience you.

Situation	How I think I came across	How others may have experienced it

Who can give me honest feedback

The question I will ask them

My commitment

TEMPLATE 005

Emotional Trigger Tracker

Record moments when emotion shaped your leadership response.

Situation	Trigger	Body signal	What I did	Better response

The pattern I notice

My pause strategy for next time

TEMPLATE 006

Response vs Reaction Worksheet

Replay a recent moment and design a more effective response.

The situation

What I felt

What I did (my reaction)

What an effective response would look like

Words I could use

Next time I will

TEMPLATE 007

Personal Energy and Focus Audit

Track your energy across a typical day to protect your best working hours.

Time of day	Energy (1 to 5)	Main activity	Focus quality
Early morning			
Mid morning			
Early afternoon			
Late afternoon			
Evening			

My peak focus window

The activities that drain my energy

One change I will make this week

TEMPLATE 008

Leadership Confidence Builder

Build confidence from evidence, not from pressure to feel ready.

A leadership challenge I am facing

Evidence that I have handled something similar

Strengths and resources I can use

One small stretch action

Confidence today (1 to 10)

Confidence after the action (1 to 10)

TEMPLATE 009

My Leadership Behaviour Gap

Compare what you intend to do with what you actually do.

Behaviour	What I intend	What I actually do	Size of gap

The cause of my biggest gap

The action that will close it

TEMPLATE 010

Personal Leadership Development Plan

Turn insight into a development plan you will actually review.

Development goal	Action	Support needed	Deadline

How I will measure progress

Review date

Accountability partner

TEMPLATE 018

Risk and Consequence Matrix

Rate each risk by likelihood and impact, then decide how to respond.

Risk	Likelihood (1 to 5)	Impact (1 to 5)	Response

The risk that needs attention first

Early warning sign I will watch for

TEMPLATE 034

Accountability Agreement

Agree what will be done, by whom and by when.

What we have agreed

Standard of a good result

Support I will provide

Consequences of success and of non-delivery

Date

Check-in point

TEMPLATE 044

SBI Feedback Practice Worksheet

Draft feedback using Situation, Behaviour and Impact.

Situation: when and where?

Behaviour: what did I observe?

Impact: what was the effect?

Question or next step

My feedback in one or two sentences

TEMPLATE 065

Leadership Time Audit

Record where your time goes in a typical week.

Activity	Hours per week	Value (high, medium, low)	Could someone else do it?
Meetings			
Email and messages			
Coaching and people time			
Planning and strategy			
Operational firefighting			
Other			

What surprises me

What I will reduce, delegate or stop

TEMPLATE 100

My Leadership Commitment Card

Write your commitment. Keep it where you will see it.

My leadership purpose

The three behaviours I will practise

The first action I will take this week

Who will hold me accountable

Review date

Signed