

FROM REPORT TO ACTION

Workbook Leadership

Four tools for everyday leadership: clear expectations, real availability, recognition that lands, and delegation without losing control.

4 tools

9 pages

30-day action plan

0 jargon

BEFORE YOU START

Why leadership — and how to work with this workbook

An amber or red "Leadership" topic almost never means your managers are bad people. It almost always means: craft and time are missing — expectations stay unspoken, feedback gets dropped, availability is a matter of luck. Exactly these four things can be learnt.

This workbook is deliberately not a leadership seminar. It is four routines that together cost less than two hours a week — and that become measurably visible in the report, because these are exactly the things employees rate.

HOW TO WORK WITH THIS WORKBOOK

- **Who:** each manager for themselves — ideally all managers together, with a short exchange every two weeks.
- **Order:** baseline check (page 3) → tool 1 (expectations) first, it is the foundation → then 2, 3, 4.
- **Rule no. 1:** routines beat resolutions. Everything in this workbook has a fixed place in the calendar — or it doesn't happen.

Link to your report:

"Leadership" detail page: low values on "I know what is expected" → tool 1 · "available" → tool 2 · "feedback/recognition" → tool 3 · "understandable decisions"/"fair" → tool 4.

BASELINE CHECK

How do you lead today — honestly?

Answer the ten statements for yourself (1 = strongly disagree, 5 = strongly agree). Courage to be honest — nobody but you will see this page.

- | | |
|---|---|
| 1. Each of my employees can say what I expect from them this month. | ☐ ☐ ☐ ☐ ☐ |
| 2. I have a regular one-to-one with each person — not only when something is on fire. | ☐ ☐ ☐ ☐ ☐ |
| 3. Whoever needs me gets an answer or an appointment within 24 hours. | ☐ ☐ ☐ ☐ ☐ |
| 4. I express recognition concretely — with the situation, not in general. | ☐ ☐ ☐ ☐ ☐ |
| 5. I give criticism promptly and in private. | ☐ ☐ ☐ ☐ ☐ |
| 6. I explain my decisions — even the uncomfortable ones. | ☐ ☐ ☐ ☐ ☐ |
| 7. I delegate whole tasks with decision-making scope — not just errands. | ☐ ☐ ☐ ☐ ☐ |
| 8. I treat everyone in the team by the same standards. | ☐ ☐ ☐ ☐ ☐ |
| 9. My team learns important things from me — not through the grapevine. | ☐ ☐ ☐ ☐ ☐ |
| 10. I consciously set aside time for leadership every week — it is not the leftover next to daily business. | ☐ ☐ ☐ ☐ ☐ |

Scoring: 40–50 points = maintain · 25–39 = sharpen selectively (the two lowest statements first) · below 25 = build structurally (all four tools, in order).

Mark now:

your two lowest values. They determine which tool you use first this week.

END OF PREVIEW

What follows in the workbook

Tool 1: the role card (clarifying expectations) · Tool 2: the 15-minute check-in · Tool 3:
concrete recognition (the 5:1 rule) · Tool 4: delegation levels · 30-day action plan ·
Success check

Full version: CHF 39 · Order: lyntharis.ch or info@lyntharis.com