

LEADERSHIP BOOTCAMP



TOOLKIT

04: Clear Expectations





Clear Expectations

Six Key Questions

When clarifying expectations, for yourself and for those you lead, it is helpful to make sure that the following six questions are clearly answered and understood.

SIX KEY QUESTIONS:	WHAT I WOULD SAY:
<input type="checkbox"/> 1. What specific behavior or result is expected?	
<input type="checkbox"/> 2. Why is it important and relevant?	
<input type="checkbox"/> 3. How will success be measured?	
<input type="checkbox"/> 4. What will be provided (authority, resources, information, and support)?	
<input type="checkbox"/> 5. What will be the best method or approach to accomplishing what is expected?	
<input type="checkbox"/> 6. How will we verify and follow-up on success?	