



TASK LISTING – LEADER ©

A LEADING WITH SUPPORTING DIMENSIONS

- A.1 Create and Promote a Vision
- A.2 Motivate Others to Achieve the Vision
- A.3 Develop a Way to Achieve the Vision
- A.4 Identify Customers/Clients, Market and Sell (External &/or Internal)
- A.5 Be Organized
- A.6 Identify and Keep Information and Records
- A.7 Make Effective Decisions and Solve Problems
- A.8 Communicate to all Stakeholders and Develop Networks
- A.9 Provide Customer Service
- A.10 Determine and Regenerate Key Values and Standards

B MANAGING EFFICIENCIES AND FINANCES

- B.1 Demonstrate Understanding of process flow principles
- B.2 Demonstrate Understanding of accounting principles
- B.3 Demonstrate Understanding of business principles
- B.4 Participate in establishing and/or managing budgets
- B.5 Participate in establishing and/or managing targets

C MANAGING SUB-ORDINATES

- C.1 Induct new employees
- C.2 Manage competence and development of sub-ordinates
- C.3 Conduct on-the-job training
- C.4 Handle discipline of sub-ordinates
- C.5 Handle grievance of sub-ordinates
- C.6 Delegate work

D MANAGING SUB-ORDINATE PERFORMANCE

- D.1 Set performance Objectives
- D.2 Track performance and provide feedback
- D.3 Conduct Performance Reviews

E MANAGING THE OPERATION

- E.1 Demonstrate computer (P.C.) literacy
- E.2 Schedule activities
- E.3 Schedule staff
- E.4 Develop and analyse trending statistics
- E.5 Prepare and submit periodic reports
- E.6 Control materials and/or products and/or services
- E.7 Promote and control safety, hygiene and housekeeping

F INTERACTING WITH OTHER DISCIPLINES

- F.1 Demonstrate understanding of applicable legislation
- F.2 Demonstrate understanding of labour agreements
- F.3 Demonstrate understanding of contractual obligations
- F.4 Demonstrate understanding of customer and/or supplier operations
- F.5 Organise and chair meetings
- F.6 Negotiate agreements
- F.7 Select suitable staff

G. OBTAINING AND APPLYING TECHNICAL KNOWLEDGE

(A list of specific knowledge or pre-requisites required in fulfilling this duty)