



LEADERSHIP EXCELLENCE

TOOLKIT



5

**DEVELOP
HIGH-PERFORMANCE
TEAMS**

HOW TO USE THE TOOLKIT

1. Cultivate Key Habits

This toolkit is designed to help you **cultivate key habits** to become the leader who inspires, influences, and leaves a permanent impact.

2. Learn from Golden Stars

Each Golden Star has a **unique Toolkit**.

This is not a stand-alone resource. Use it in **conjunction** with the 10 Golden Stars to Leadership Excellence **Book** and/or **Masterclass**.

Maximize this learning opportunity by **answering** the questions in the space provided, with **honesty and self-reflection**.

3. Return to the Toolkit

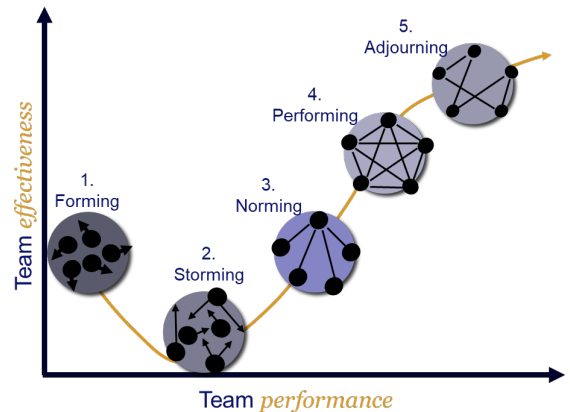
Use the toolkit as a method to **monitor your leadership growth**.

Regularly return to this toolkit to **refresh your knowledge** and compare past to present.



1. TUCKMAN'S FIVE STAGES OF TEAM DEVELOPMENT

Consider Tuckman's Five Stages and how they impact your team.



Which of the Five Stages (Forming, Storming, Norming, Performing, Adjourning) represents the current state of your team?

Knowing this, would you adjust your leadership approach in any way?

Reflect on a time when you successfully led your team through a difficult stage.

What strategies did you use?

2. EACH MODEL

Reflect on the **EACH** (*Accountable, Empowerment, Courage, Humility*) **model** and use the questions below to guide you to implement the model successfully.



Empowerment:

Do I foster active participation?

Do I engage with my team members, and take the time to understand their opinions and perspectives?

Do I listen to how they might feel about a particular issue?

Am I sensitive to cultural or language differences that might affect how my team members communicate?

Do I provide constructive feedback that helps team members grow professionally?

Accountability:

Do I cultivate a sense of ownership?

Do I promote a culture of accountability by holding myself, as well as my team members, accountable for our actions and words?

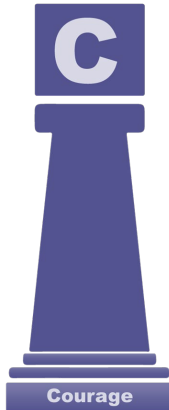
Do I ensure that everyone is held to the same standards of performance and behavior?

Do I take responsibility for my own mistakes, and address any negative or exclusionary behavior?

Are there steps I can take to ensure that tasks and projects are completed to the best of our team's ability?



2. EACH MODEL (CONTINUED)



Courage:

Do I put personal interests aside for the sake of the team?

Do I inspire my team members by taking risks, or fighting for things that will help us to get the job done?

Do I recognize when team members are going through difficult times and offer support and understanding?

Am I patient and understanding if someone makes a mistake, or fails to meet expectations?

How can I create a safe space for team members to voice their opinions and challenge the status quo?

Humility:

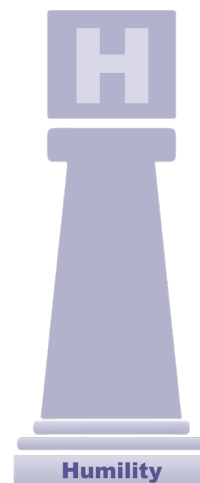
Am I able to admit to mistakes, and learn from them?

Do I take responsibility for my team's successes and failures?

Do I ensure that all team members feel valued and appreciated for their contributions?

Do I show respect towards all my team members regardless of their background or experience?

How often do I ask my team members to give me feedback on my leadership style and effectiveness?



3. SPARKLE MODEL - QUESTIONNAIRE

Answer the SPARKLE MODEL Questionnaire

Type your answers into the boxes provided.



Shared vision
Participation
Appreciation
Resilience
Knowledge sharing
Leadership support
Empowerment

Steps:

- 1. Determine the current levels of engagement within your team.
- 2. Set SMART goals for your team.
- 3. Create action plans for areas identified as needing improvement.
- 4. Monitor progress and make adjustments as necessary.

STEP 1

Using the seven SPARKLE elements, assess your team’s current levels of engagement.
Rate each one on a scale of 1–10 (10 being the highest).

Current levels of engagement	Rating (1–10)
1. Shared vision	
2. Participation	
3. Appreciation	
4. Resilience	
5. Knowledge sharing	
6. Leadership support	
7. Empowerment	

3. SPARKLE MODEL - QUESTIONNAIRE

Answer the SPARKLE MODEL Questionnaire

Type your answers into the boxes provided.



STEP 2

Based on your assessment of the team’s levels of engagement, set SMART goals (Specific, Measurable, Attainable, Relevant, Time-bound) for each element that needs improvement.

SPARKLE element	SMART Goals
1. Shared vision	
2. Participation	
3. Appreciation	
4. Resilience	
5. Knowledge sharing	
6. Leadership support	
7. Empowerment	

3. SPARKLE MODEL - QUESTIONNAIRE

Answer the SPARKLE MODEL Questionnaire

Type your answers into the boxes provided.



STEP 3

Once you have set SMART goals, create an action plan for each goal. Include practical steps and deadlines to help your team achieve the desired outcomes.

SMART Goals	Action plan	Deadline

STEP 4

Monitor progress made in meeting each SMART goal. Adjust the action plan if necessary and keep track of progress by updating your ratings.

SMART Goals	Start date	Progress tracker	Updated rating	New date

3. SPARKLE MODEL - REFLECT

SPARKLE MODEL REFLECT

You have used the SPARKLE model to rate levels of engagement in your team.

Answer the questions below to reflect on what you can try in the future.

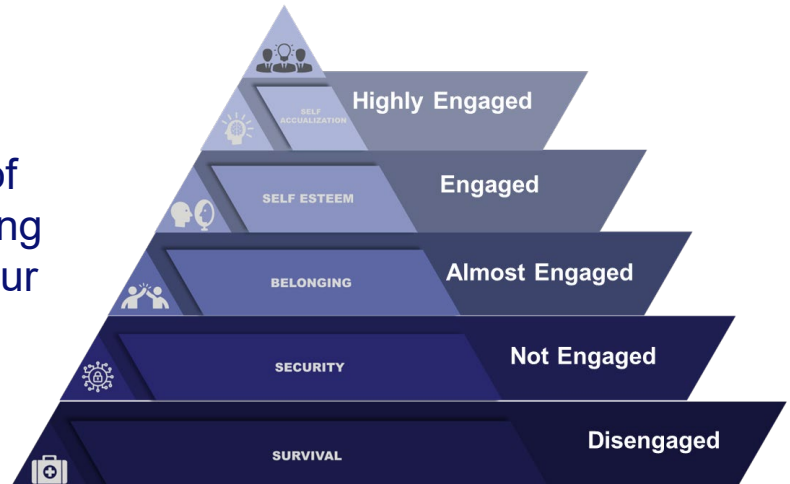


Can you identify actions you've taken that have boosted engagement?

If levels of engagement are lower than you would like, what can you do to increase them?

4. MASLOW'S HEIRARCHY

Apply Maslow's hierarchy of needs and the corresponding levels of engagement to your leadership style.



Do you feel that you meet these needs adequately? Elaborate on your answer.

How can you make better connections with your team?

5. GRPI TEAM EFFECTIVENESS

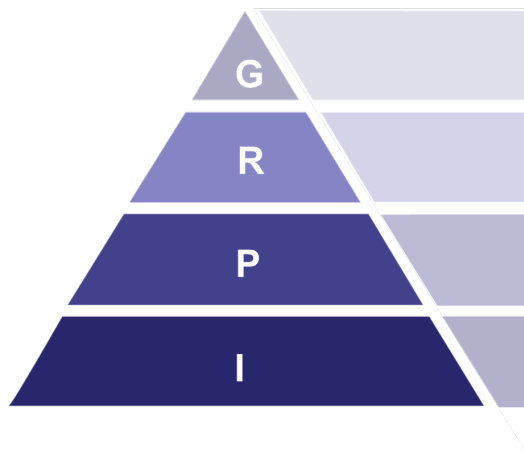
Reflect on how your team aligns with the **GRPI** model.

Goals

Roles and Responsibilities

Processes and Procedures

Interpersonal Relationships

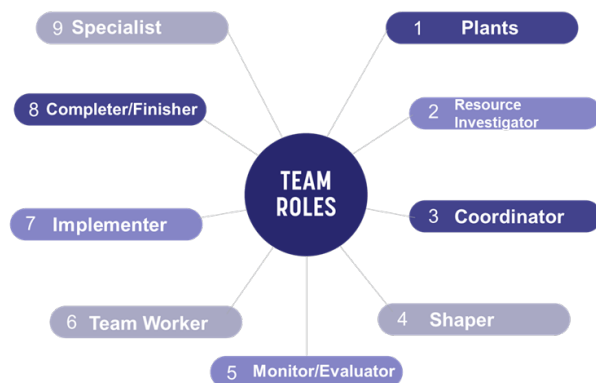


What areas stand out as strong?

If any areas stand out as particularly weak, how would you rectify this? Give a detailed answer.

6. BELBIN TEAM INVENTORY

Identify which of Belbin's nine team roles are present within your team.



Which roles are missing or underrepresented?

Would a better understanding of these roles enhance your team's performance?

S

SPECIFIC

M

MEASURABLE

A

ATTAINABLE

R

RELEVANT

T

TIME-BOUND

GOALS

Set 2–3 SMART goals to enhance your team’s overall performance. For example, if you think your team could be more cohesive, a SMART goal might be:

“For the next six months, I will implement a monthly team-building activity to improve levels of engagement.”