

LEADERSHIP EXCELLENCE





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.



PERSONAL EI AUDIT

Reflect on your personal level of emotional intelligence (EI), taking cognizance of factors such as self-awareness, motivation, and empathy.



Identify areas where you can improve. Write them down.

Set goals to enhance your emotional intelligence in these areas.

EMPATHY IN ACTION

Reflect on the discussion around empathy and how it can benefit your personally and your team.



Recall a recent situation where you demonstrated empathy. What was the outcome? Note down how empathy changed the situation.

Can you think of a situation where showing more empathy might have resulted in a better outcome.

What can you do to harness the power of empathy in future interactions?

FOSTER A CULTURE OF EI AND EMPATHY

Emotional Intelligence and Empathy are crucial tools to build a cohesive successful team.



Does your team display emotional intelligence and empathy? If not, what can you do to change this? Write a detailed answer.

Set SMART goals to cultivate a culture of empathy in your team.

APPLY NLP TECHNIQUES

Recall the NLP techniques in the Golden Star. Have you applied NLP techniques before?



Which NLP techniques discussed in this Golden Star could you apply in your own leadership practice?

Choose two techniques and draft an action plan detailing how you will apply them in the next week.

LEARNING AND GROWTH

Leadership development is a continuous journey.



What strategies work for you to manage your own emotional challenges, and what strategies could you improve?

Write down three things you have learned about EQ and/or NLP and how you plan to apply them.





Set 2–3 SMART goals to improve your team's performance through EI. For example, to increase your team's EI, you might say:

"I will take one step in each of the next three months to strengthen my team's sense of psychological safety."