TD

LEADERSHIP EXCELLENCE

TOOLKIT ✏️

9 LEAD IN THE DIGITAL AGE

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*.
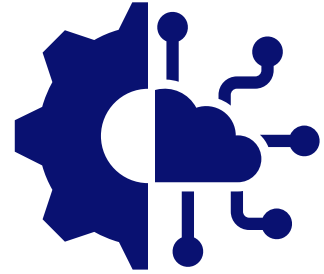
3. Return to the Toolkit

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.

MAP THE DIGITAL LANDSCAPE

Consider the ways in which large-scale digital transformation within the company might have an impact on, or benefit, your team.
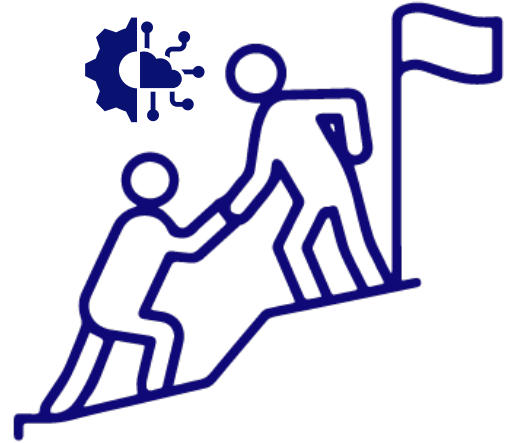
Do you know of upcoming large-scale transformation? If so, write down the details.

Be prepared. Define a strategy for you to use when change is being implemented in your organization.

TECHNOLOGY AS A LEADERSHIP AID

Consider your current technology environment.

Which technological tools do you currently use? Are there gaps that new tools could fill?

Explore new platforms that could enhance your ability to lead your team through digital change. Make a list of them.

EMBRACE REMOTE WORK

In today's remote working world, there are many tools that can do the same job.

What strategy do you have to identify a tool that works well for your team?

How can you keep your radar open for new and better technology, and when do you implement it, if at all?

Consider the influence that AI has on leadership.

How do you foresee AI influencing your leadership style in the future?

What are the risks and/or opportunities for you, personally?

ETHICS IN THE AI ERA

Consider AI and ethics before
you get into a bad situation.

*How will you ensure that your team upholds the ethical
considerations of AI in their day-to-day roles? Write a detailed plan.*

Consider the skills you and your team members will need to thrive in the future.

Are you confident of your digital competencies, or is there room for improvement? (Remember, this is not limited to technical skills; it also applies to soft skills like adaptability, resilience, and digital communications.)

THE INNOVATION IMPERATIVE

Innovation and new technology can be difficult to implement in your team.

How will you leverage technological innovation within your team?

What can you can do to encourage individuals to adopt new technological options?

S	**M**	**A**	**R**	**T**
SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME-BOUND

GOALS

Set **2-3 SMART** goals. Identify opportunities for digital innovation and/or introducing new technology. For example:

"Over the next six months, I will hold a virtual 'Innovation Hour' each month, during which team members can share ideas on how technology might benefit our projects. The goal is to implement at least one new idea into our workflow each quarter."