

Leadership Readiness Checklist

by **Performance Accelerated Learning**

Is Your Management Team Ready to Scale With Your Company?

1. Foundations of Leadership

We've clearly defined what good leadership looks like in our company

Our managers understand and align with our values and culture

Expectations for manager behavior and team performance are documented

Each manager knows their specific leadership responsibilities (not just task ownership)

2. Communication & Decision-Making

Managers communicate consistently and clearly across teams

Decision-making authority is defined and delegated appropriately

Managers can confidently make decisions without needing constant CEO input

Team members understand why decisions are made, not just what to do

3. Coaching & Feedback

Managers provide regular, meaningful feedback to their team

Performance conversations happen consistently (not just at review time)

Managers are trained in coaching and know how to develop people

Employees know what success looks like and how to grow

4. Team Empowerment & Ownership

Teams have the autonomy to solve problems and drive outcomes

Managers know how to delegate effectively and avoid micromanagement

High performers are supported and challenged to grow into leadership roles

Teams are held accountable and supported to succeed

5. Scalability & Resilience

Leadership capacity is growing in line with company growth

We have a process for onboarding and training new managers

Burnout is monitored and addressed before it becomes a problem

Our leadership culture supports sustainable, values-driven growth

Scoring Guide

0-6: Your leadership pipeline is still forming. Time to prioritize manager development.

7-13: You've got strong elements in place, now build consistency across your team.

14-20: You're in a strong position to scale with a resilient, empowered leadership team.

Your Score:

Next Step

Want help turning this checklist into a real leadership development plan?

Let's build a management team that drives growth—without burning out or bottlenecking progress.

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