

A photograph of two women sitting at a table, smiling. The woman on the left has long dark hair and is wearing a pink jacket. The woman on the right is wearing a purple top and holding a white pen. On the table is a pink mug with the text 'Do it anyway.' and a white pen. In the background, there is a white shelving unit with books and other items. The overall atmosphere is warm and collaborative.

Your Checklist:

Top 10 skills
to *flourish* in
Early Childhood
leadership

What's inside



The principles of successful leadership are very similar to the principles for Educators in the EYLF. Yet, often the biggest mistakes are when these principles are left behind in working with adults.

Our profession (and leadership in general) is about bringing out the best in people.

Andrea Isitt, First Door Company Director

How to use this leadership checklist

Are you looking to develop as an inspirational Early Childhood leader to make a positive difference, and to open up opportunities in your career? As a starting point, it's helpful to use this checklist to consider your current leadership skills.

By self-reflecting and assessing your skills in four key areas of successful leadership: **emotional intelligence**, **collaborative relationships**, **team contribution** and **growth culture**, you will be able to gain valuable insight into your strengths and areas to develop. We have also provided an opportunity for you to gain feedback from a trusted colleague to support further insight into your leadership skill-set.

Our story

First Door is a highly regarded Registered Training Organisation, established in 2012. Our team is dedicated to supporting the professional capability of Early Childhood educators, leaders and teams. We want you to flourish as an Early Childhood leader, so that you can lead the way in exceptional education and care.

Our priority is to develop dedicated, passionate, innovative, knowledgeable and highly skilled leaders and educators, who are respectful and positive role models. In this way we will positively influence future generations, and provide children with the quality Early Childhood education and care they deserve.

first
door

Early Childhood
Professional Learning

Because each child deserves your best

emotional intelligence

1

Demonstrates **self-awareness** and **self-management**

2

Demonstrates **social awareness** and empathy

3

Leads by **positive example** demonstrating desired skills and qualities

collaborative relationships

4

Maintains and **develops relationships**, by building trust and being transparent with open communication

5

Promotes **professional collaboration**, developing partnerships and networks

6

Uses humility to **empower people** and supports others to shine

team contribution

7

Commitment to creating one team with a **shared philosophy and purpose**

8

Ensures **clarity of roles and responsibilities** for autonomy, contribution and accountability

growth culture

9

Is **strengths-based** and promotes knowledge sharing in a **professional learning community**

10

Is **growth-focused**: uses and promotes ongoing learning and reflection for quality improvement



emotional intelligence

Being a positive role model and influence for a positive team culture

Emotions are contagious so others will 'catch' your emotions. As a leader, people around you will be observing and influenced by your attitude, energy and level of emotional intelligence. This pivotal component of leadership relates to: **NQS 4.2 Professionalism** and **7.2 Leadership**.

Rate each leadership competency with a score out of 3:

1. Not/rarely demonstrating

2: Mostly demonstrates

3: Always demonstrates

1 Demonstrates self-awareness and self-management

Has an accurate understanding of own strengths and weaknesses.
Demonstrates self-confidence with a strong sense of self-worth and own capabilities.

Self review Peer review

Has emotional awareness, with understanding of triggers and stressors that impact emotions and behaviour.
Rather than reacting, ignoring, suppressing or being confronted by emotions, I seek to understand the source of the emotion.

Is able to manage own emotions to remain rational in decisions and responses.
Responses to emotions are calm and helpful, rather than emotional reactions.

2 Demonstrates social awareness and empathy

Communicates clearly and listens with sincere care and attention.
Takes care to be fully present. Is aware of body language and non-verbal cues. Checks understanding.

Picks up on the emotional cues of others and demonstrates empathy.
Supports others to develop and use self-awareness and self-management.

Demonstrates a respectful manner, being open to different perspectives.
Demonstrates respect for diversity and cultural competence in communication. Uses other perspectives in decision making process

3 Leads by example - demonstrates desired skills/qualities

Demonstrates competence and ethical professionalism, as detailed in Code of Ethics

Demonstrates self-management skills, e.g. *Is adaptable, trustworthy, maintains self-control, optimism and personal responsibility.*

Demonstrates learning dispositions, e.g. *enthusiasm, curiosity, creativity, problem solving, persistence, commitment, cooperation and confidence.*

Total scores out of 27: _____

"The most powerful leadership tool you have is your own personal example."
John Wooden





collaborative relationships

Building team connection and empowerment of others

Early Childhood Education and Care is a relationship-based profession, so your ability to relate with all people, maintain equitable relationships, collaborate and empower others is key. This essential component of leadership relates to: **NQS 4.2 Professionalism**, and **NQS Elements 4.2.1 Professional collaboration** and **4.2.2 Professional standards**

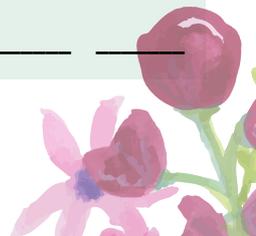
Rate each leadership competency with a score out of 3:

- 1. Not/rarely demonstrating
- 2. Mostly demonstrates
- 3. Always demonstrates

		Self review	Peer review
4	<p>Maintains and develops relationships, by building trust and being transparent with open communication</p> <p>Builds trust by demonstrating openness, integrity, loyalty, consistency and accountability.</p> <p>Demonstrates that team member’s opinions, feedback and ideas are heard and respected.</p> <p>Respects and supports team members/stakeholders’ rights and best interests.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	<p>Promotes professional collaboration, developing partnerships and networks</p> <p>Communicates clearly and listens with sincere care and attention. <i>Takes care to be fully present. Is aware of body language and non-verbal cues. Checks understanding.</i></p> <p>Takes action to identify and resolve conflicts/difficulties in relationships.</p> <p>Develops partnerships and networks. These partnerships are capacity building in that they support children, families and our local community. This focus on collaboration, both within the team and outside the team, results in information sharing, joint problem solving and the development of best practice.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	<p>Uses humility to empower others and supports others to shine</p> <p>Demonstrates humility by admitting own mistakes and by recognising/acknowledging the contribution of others.</p> <p>Acknowledges when you don’t have the answer. Encourages and uses investigation, exploration, input and ideas from others.</p> <p>Uses opportunities to empower others, building autonomy in team members and delegating for skill development.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Total scores out of 27: _____

"A true team player wants the same amount of light to shine on everyone."





team contribution

Leading team effectiveness and contribution towards shared goals

This skill-set in leadership relates to: **NQS Elements 7.1.1** Service philosophy and purpose, **7.1.3** Roles and responsibilities & **4.2.2** Professional standards



Rate each leadership competency with a score out of 3:

- 1. Not/rarely demonstrating
- 2: Mostly demonstrates
- 3: Always demonstrates

7

Commitment to having one team with a shared philosophy and purpose

Demonstrates consultation skills in developing and establishing a shared philosophy and team purpose together to guide every day decisions, actions and practice.

Demonstrates commitment to team cohesion and working together on common goals.

Understands the stages of team development and uses skills to guide your team to the next level of functioning effectively together.

Self review Peer review

8

Ensures clarity of roles and responsibilities for autonomy, contribution and accountability

Roles and responsibilities are clearly defined and are understood by team members for quality outcomes and accountability,

Performance is regularly evaluated based on established key performance indicators (KPIs) and goals for the work team. Develops learning and development plans to establish expected outcomes, and to support each team member's professional growth.

Demonstrates appreciation and provides recognition of contribution and effort.

Total scores out of 18: _____



growth culture

Growth-focused with knowledge sharing and development as professionals

People and teams blossom when their strengths and interests are identified and nurtured. It's easy to become 'stuck in a box' with blinkered perspective leading to a lack of growth. When we commit to ongoing learning, reflection and building professional networks then we can see 'outside the box' to strive towards continuous improvement.

This essential component of leadership relates to: **NQS 7.2 Leadership**, and **NQS Elements 4.2.1 Professional collaboration** and **7.2.3 Development of professionals**



Rate each leadership competency with a score out of 3:

- 1. Not/rarely demonstrating
- 2: Mostly demonstrates
- 3: Always demonstrates

9 Is strengths-based and promotes knowledge sharing in a professional learning community

Opportunities are used to identify and use the strengths of each team member.

Meetings are used productively to build knowledge and processes are in place for knowledge to be shared within the team.

Considers differences in team members' learning styles and needs to facilitate and promote effective learning/knowledge sharing opportunities.

Self review	Peer review
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

10 Uses and promotes ongoing learning and reflection for professional development and quality improvement

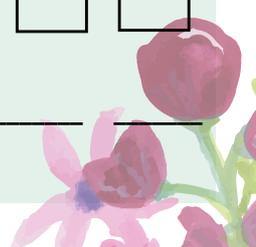
Builds a culture of professional enquiry within the team where there is an ongoing cycle of reflection to consider different perspectives, to form new ideas and to take action for improvement.

Regular feedback is sought and provided as a tool for reflection and quality improvement.

Has a personal mentor for own personal and professional growth, and encourages mentoring and coaching within the centre team.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Total scores out of 18: _____



	Self review	Peer review
emotional intelligence.....	total score: ____ / 27	total score: ____ / 27
collaborative relationships..	total score: ____ / 27	total score: ____ / 27
team contribution.....	total score: ____ / 18	total score: ____ / 18
growth culture.....	total score: ____ / 18	total score: ____ / 18
	Your total: ____ / 90	Peer's total: ____ / 90

What your scores say

30 - 45: Emerging leadership

Emerging leaders often have shown strong skills as a lead educator, role model, coach or mentor for others; so your natural career progression is to move into team leadership roles. However, it's often a steep learning curve to step up and to establish the fundamental skills for successful team leadership. This period can be unsettling personally and within the team. Emerging leaders become better equipped when they seek support to develop leadership skills and knowledge.

46 - 83: Developing leadership

You have established some sound leadership skills in certain areas, and some of these skills may have developed by learning 'the hard way' through trial and error. It's likely you are aware of your leadership strengths, but still need to develop leadership skills and knowledge in other areas. External influences and changes within your team require you to adapt your leadership priorities and this can lead to new development in leadership capacity.

84 - 90: Flourishing in leadership

Congratulations on successfully developing your leadership capability to an outstanding level. Your leadership has enabled your team to work both autonomously and collaboratively towards shared goals. The established professional learning culture within your team supports robust conversations and reflective practice towards continuous improvement. As an ongoing learner, you are likely to continue on your path for professional growth. Find out about completing the *Diploma of Leadership and Management* qualification with First Door.



Insights, tools, resources and workplace projects to tweak skills and build leadership capability.

Complete four nationally recognised units of competency to develop:

- emotional intelligence
- collaborative relationships
- team contribution, and a
- growth culture for shared team success

Contact us to flourish in leadership