

Action-Centered Leadership - John Adair

KEY ACTIONS	TASK	TEAM	INDIVIDUAL
Define objectives	Identify task and constraints	Involve team Share commitment	Clarify objectives Gain acceptance
Plan	Establish priorities Check resources Decide Set standards	Consult Structure roles Encourage ideas and actions	Assess skills Set targets Delegate
Brief	Brief the team Check understanding	Answer questions Obtain feedback	Listen Enthuse
Support/Monitor/ Control	Report progress Maintain standards Discipline	Coordinate Reconcile conflict Motivate	Advise / Coach Assist/Reassure Recognise effort
Evaluate	Summarise progress Review objectives Re-plan if necessary	Recognise success Thank Learn from failure	Appraise/assess performance Guide and train Praise / Reward