



# NEW LEADER GUIDEBOOK

## **PART 1:** **LEADERSHIP VISION**

Brainstorming exercise to craft your leadership vision and help you lead with confidence & clarity

# ABOUT THIS GUIDEBOOK

Your vision for who you want to be as a leader is your guiding light. It is the foundation on which you build your leadership ability and it defines how you engage.

Understanding your leadership vision helps you establish your principles, demonstrate the behavior you wish to model, and embody the values most important to your happiness and sense of self.

Part 1 of this guidebook helps you craft your leadership vision.

## CONTENTS:

### BRAINSTORMING: VALUES & STYLE

### BRAINSTORMING: MEANING & IMPACT

### CRAFTING YOUR VISION

In the first two sections, you'll answer questions to help you brainstorm your values & style, and your meaning & impact. In the third section, you'll reflect and craft your Leadership Vision Statement.

By the end, you'll have your vision to hang on the wall. Having a vision readily accessible becomes especially useful during challenges you'll face as a leader. You'll be able to evaluate: Does this fit into who I am? Am I living up to these values in the way I treat myself, my team, and my peers?

Remember: There are no wrong answers! It's all about discovering and shaping the leader you want to be. Let's get started!

# LEADERSHIP VISION Brainstorming

## VALUES & STYLE

Dig into your values and leadership styles that have impacted you

1

What are your core values as a person?

2

What are your core leadership values?

3

Rank your leadership values in order of importance:

*Examples: Empathy, service, communication, decisive, authentic, resilient, transparent, passionate, integrity*

4

If you could only pick one, which would it be?

5

If someone were to label you with a leadership style, what would you want it to be? You are the type of leader who...

# LEADERSHIP VISION Brainstorming

## VALUES & STYLE

6

Think of someone who you really enjoyed working for or with. Write their name here:

7

What did they do that you liked? Be Specific

8

What have leaders done that you didn't like? Why didn't you like it?

9

When were you happiest at work? Describe the circumstances around your happiness:

# LEADERSHIP VISION Brainstorming

## MEANING & IMPACT

Explore what leadership means to you  
and the impact you'll have

1 How will you feel when you lead like this?

2 How will this benefit you?

3 How will this benefit your team?

4 How will this benefit the other people around you? (family, friends, co-workers, etc.)

5 From your answers in 1-4, what is the biggest motivator for you? Why?

# LEADERSHIP VISION Brainstorming

## MEANING & IMPACT

**6**

What inspires you to work every day?

**7**

How will you show up for your team?

**8**

How will you create a space for new ideas?

**9**

When someone makes a mistake, how do you want to react?

# CRAFT YOUR VISION STATEMENT

Review your answers to the brainstorming sections. Maybe even take a break and come back and read them again. What stands out to you? After reflecting, is there something that rises to the top in terms of importance to you? What will make you feel accomplished in your role and proud of who you are?

With those things in mind, start to craft your vision for how you'll lead. Pull your vision from the Values & Style section. Jot your notes below. Next, add your "why" in the 'SO THAT...' box. This can be pulled from your Meaning & Impact section.

If you get stuck, there are samples on the next page.

## MY LEADERSHIP VISION IS TO...

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## SO THAT...

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# CRAFT YOUR VISION STATEMENT

## SAMPLES

My leadership vision is:

To create bidirectional trust, an atmosphere of professional collaboration, and strong relationships where my direct reports and peers see me as a resource for idea sharing, brainstorming, and guidance so that I can keep this job for a long time and create stability for my family.

My leadership vision is:

To protect my team from unreasonable demands and clear obstacles affecting a smooth working process and to demonstrate a strong work ethic and a positive attitude so that my team sees me as a role model and trusted resource who is committed to their success.

My leadership vision is:

To demonstrate effective communication and listen to feedback from employees, peers, and clients so that everyone feels like they have a safe space for sharing and growth.



My leadership  
vision is:



# YOU GOT THIS

Time for you to get started and lead with purpose!

Keep your vision close so you can stay true to your values when things get tough.

## FEEDBACK & QUESTIONS

I'd love your feedback.

Send your vision statement or any thoughts or questions you have about Part 1 of this guidebook to [jane@receptiveleader.com](mailto:jane@receptiveleader.com)

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Thank you for investing in great leadership.

-Jane