

GEG INC. MALAYSIA

Leadership Toolkit for Entrepreneurs

This toolkit helps entrepreneurs assess their own leadership strengths and weaknesses. Strong leadership is the key to growing a business — it means setting direction, trusting others, guiding your team, and helping people grow. Use this toolkit to measure yourself honestly, then plan small steps to become a stronger leader over the next 3 months.

Vision & Planning

What it means: Leadership means having clear goals and sharing them with your team.

Why it matters: Without vision, a business drifts. With shared goals, the team pulls together.

How to check (Score yourself 0–4):

- 0 = No goals written down.
- 1 = Goals only in my head.
- 2 = Goals written, not shared.
- 3 = Goals written and shared.
- 4 = Goals shared and team helps track progress.

My Score (0–4)	Notes / Examples

Delegation & Trust

What it means: Leadership means sharing the work instead of doing everything yourself.

Why it matters: Without delegation, the business cannot grow. Trust builds responsibility in staff.

How to check (Score yourself 0–4):

- 0 = I do everything myself.
- 1 = I delegate only small, low-risk tasks.
- 2 = I delegate sometimes but take the work back.
- 3 = I delegate most tasks clearly.
- 4 = I delegate and trust staff to decide on their own.

My Score (0–4)	Notes / Examples

Communication

What it means: Leadership means explaining clearly and listening actively.

Why it matters: Without communication, mistakes happen and staff feel ignored.

How to check (Score yourself 0–4):

- 0 = Rarely explain / don't listen.
- 1 = Give unclear instructions.
- 2 = Explain but don't listen much.
- 3 = Explain and listen fairly.
- 4 = Clear two-way communication.

My Score (0–4)	Notes / Examples

Problem-Solving & Adaptability

What it means: Leadership means staying calm and finding solutions when things go wrong.

Why it matters: Without adaptability, crises cause panic. With it, problems become learning opportunities.

How to check (Score yourself 0–4):

- 0 = Avoid or ignore problems.
- 1 = React late, often panic.
- 2 = Try to solve alone.
- 3 = Involve team in solving.
- 4 = Use problems as learning opportunities.

My Score (0–4)	Notes / Examples

Staff Development

What it means: Leadership means helping staff improve through feedback and training.

Why it matters: Without development, staff remain stuck. With it, they grow into stronger roles.

How to check (Score yourself 0–4):

- 0 = Never give feedback.
- 1 = Rarely comment on staff work.
- 2 = Sometimes suggest improvements.
- 3 = Give regular feedback and support training.
- 4 = Actively build staff careers, not just jobs.

My Score (0–4)	Notes / Examples

Leadership Scorecard (All Areas)

Area	My Score (0–4)	Notes
Vision & Planning		
Delegation & Trust		
Communication		
Problem-Solving & Adaptability		
Staff Development		
TOTAL (out of 20)		

Leadership Growth Action Plan

Every 3 months, choose up to 6 leadership habits you will build. Write them down clearly. At the end of 3 months, check if you did them.

No.	Leadership Habit to Build	Date to Start	Date to Check	Done (✓)	Notes
1					
2					
3					
4					
5					
6					