Connect with Respect: Leadership Checklist

9 ;	Before the Conversation	
	1.	Reflect on your intent : Am I prepared to listen without judgment or defensiveness?
	2.	Create a safe space: Choose a setting that encourages openness and
	3.	psychological safety. Prepare to be present: Minimize distractions and give your full attention.
8		he Conversation
	1.	Listen actively: Focus on the speaker's words, tone and body language.
	2.	Avoid interrupting: Let the person finish before responding.
	3.	Avoid interrupting: Let the person finish before responding. Validate feelings: Acknowledge that others' emotions and experiences are real
	4.	Stay curious: Ask open-ended questions to understand more deeply.
	5.	Avoid comparisons: Don't shift the focus to your own story or experience.
	6.	Don't rush to fix: Offer support, not solutions, unless asked.
\bigcirc	Try Out	These Empathetic Responses and Create Your Own
	1.	"Thank you for sharing that with me."
	2.	"I can see this has been difficult for you."
	<u></u> 3.	"I appreciate your honesty; it takes courage to speak up."
	4.	"I'm here to listen and learn."
	After the	• Conversation
	1.	Follow up : Check in with the person to show continued support.
	2.	Take action : If concerns were raised, explore what steps can be taken.
	3.	Reflect and learn : What did I learn? What could I do differently next time?
	4.	Model respectful behavior : Demonstrate empathy and openness in future interactions.
*	Reminde	ers for Leaders
•	1.	Silence can be misinterpreted; instead, respond with care.
		Empathy is a skill—practice it regularly.
	3.	Speaking up is hard—make it easier by being approachable.
	4.	Respect is shown through listening, not just words.

