

HOW APPROACHABLE ARE YOU?



You work hard to be the best leader that you can be... but do you sometimes feel that your people may be ever so slightly scared of you?

If your team feels unable to approach you, it may hide problems, and you'll fail to identify issues or miss ideas for improvement.



The good news is that you can break down barriers and build trust by developing the four attributes of approachability:

1



Be Visible and Look Available

Make a determined, genuine effort to talk to and understand your team members.

2

Listen Well and Engage

Listen actively to your team members, use your eyes and ears, and give them your full attention, in person and in virtual meetings.



3



Communicate

Give more positive than negative feedback, acknowledge ideas, and give credit where it's due. Be measured and fair in your response to bad news.

4

Watch Your Body Language

Be aware of how you hold yourself, smile more, unfold your arms, and speak slowly in a moderate to low tone.



When you take these steps you'll break down barriers, reduce the power distance between you and your team, and keep lines of communication open.



Take our **quiz** to find out how approachable you are at:
www.mindtools.com/are-you-approachable