

Self-Assessment

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|---|----------|-----------|
| 1. I know the interests, hobbies, and core values of my direct reports. | True ___ | False ___ |
| 2. I know what is most important to each of my direct reports regarding their workplace. | True ___ | False ___ |
| 3. I know what each of my direct reports is looking for from me as their supervisor. | True ___ | False ___ |
| 4. I understand my own communication style and know what communication style is most effective with each of my direct reports. | True ___ | False ___ |
| 5. I know what process is most effective for delivering feedback to each of my direct reports. | True ___ | False ___ |
| 6. I know how each of my direct reports likes to be acknowledged. | True ___ | False ___ |
| 7. I know about the change initiatives and impending decisions and have thought through how they might impact the team. | True ___ | False ___ |
| 8. I have made sure to apprise my team of impending changes and have asked for their input on how to implement or respond to these changes, particularly in terms of how the changes will impact my team's work situation and responsibilities. | True ___ | False ___ |
| 9. I am working with my manager and my direct reports to ensure all decisions and change initiatives will be implemented in a way that ensures my team's success. | True ___ | False ___ |
| 10. I know what each of my direct reports need in order to be successful. | True ___ | False ___ |
| 11. I make sure that each of my direct reports has the necessary materials, tools and equipment to perform their roles successfully. | True ___ | False ___ |
| 12. I make sure that each of my direct reports has the necessary knowledge and skills to be as efficient and effective as possible. | True ___ | False ___ |
| 13. I make sure that each of my direct reports has a clear sense of what success looks like so they have clear goals and sense of direction. | True ___ | False ___ |
| 14. I make sure that my direct reports know that they can come to me if they need something to make them more effective in their roles. | True ___ | False ___ |
| 15. I celebrate the successes of my direct reports. | True ___ | False ___ |

Total True: _____

Total False: _____

Total Score: _____

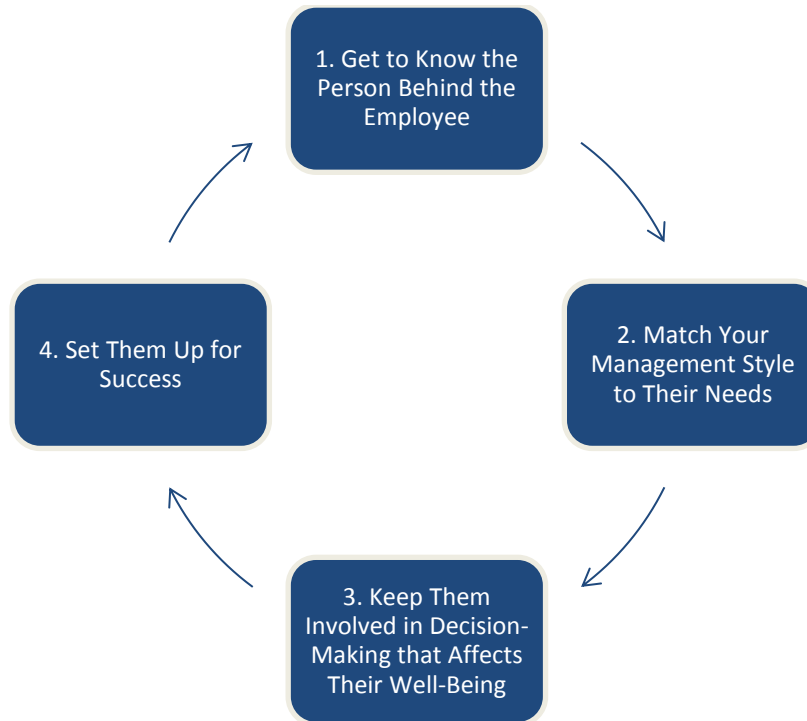
Scoring – 1 point for each true response; 0 points for each false response. 15 points total.

If you scored 11-15, congratulations! It is likely that your employees believe you care about them and are committed to their successful participation on your team.

If you scored 6-10, it is likely that your employees feel that you are inconsistent in caring about them and their needs. Look at the statements you indicated were *false* and think about ways you can change your practices so that you can answer *true* in the future. This shift will help increase your team's sense that they are cared for and increase their overall engagement.

If you scored 1-5, it is likely that your employees do not feel cared for. Look at the statements that you indicated were *false* and think about ways you can change your practices so that you can answer *true* in the future. This shift will help increase your team's sense that they are cared for and increase their overall engagement.

Guide



How do Great Managers ensure their direct reports feel cared for?

Step 1: Get to Know the Person Behind the Employee

Great managers understand that their direct reports are people first and employees second.

Get to know your direct reports by finding out:

- What their interests and hobbies are
- What they care most about in their workplace
- What they are looking for in a supervisory relationship

Step 2: Match Your Management Style to Their Needs

Great Managers understand that effective people management requires flexing to the style of their direct report's needs (everyone has different needs).

What are the communication, feedback and acknowledgement needs of your direct reports?

- What communication style is most effective with each report?
- What is the most effective process for delivering feedback?
- How do your direct reports like to be acknowledged?

Step 3: Keep Them Involved in Decision-Making that Affects Their Well-Being

Great Managers understand that while not everyone can be involved in decision-making, it is critical to keep their team aware of impending changes and the impact of those changes on their team's role and well being.

Great Managers ask themselves:

- What are the change initiatives and impending decisions that will affect the team?
- What input, if any, can the team have regarding these changes?
- How can you ensure all decisions and change initiatives will be implemented in a way that ensures your team's success?

Step 4: Set Them Up for Success

Great Managers ensure their direct reports have what they need to be successful.

Great Managers ask themselves (and their direct reports):

- What does each team member need in order to be successful?
- Do they have the necessary materials, tools and equipment to perform their role successfully?
- Do they have the necessary knowledge and skills to be as efficient and effective as possible?
- Do they have a clear sense of what success would look like so they have clear goals and directives?
- Do they know they can come to you if they need something to make them more effective in their roles?
- Do you celebrate their successes?