



214 Robinson Drive • Algona, IA 50511
515.295.2379 • frcoffee@ncn.net

Self-Assessment: *What Effective Leaders Do to Create Strong, Productive Work Teams*

Instructions:

Rate yourself to reflect your personal performance in each of the following areas:

5 = Excellent 4 = Very good 3 = Fair 2 = Poor 1 = Very poor

1. ____ Setting clear and consistent expectations for employees (*i.e., they know that you expect high-quality work from them, and they know what that means*)
2. ____ Reinforcing your expectations with your employees on an regular, ongoing basis
3. ____ Giving your employees regular feedback as to how they are doing
4. ____ Dealing with employees who don't meet your expectations (*i.e., making them aware of where they are falling short of expectations, and letting them know consequences if their behavior doesn't change*)
5. ____ Regularly praising, encouraging, and motivating all employees to perform at their best
6. ____ Caring about all of your employees; Showing interest in them as people
7. ____ Making a concerted effort to be fair and not play favorites among your employees
8. ____ Listening to employee concerns and addressing them, as appropriate
9. ____ Trying to place employees in positions that are good fits for them
10. ____ Making sure employees have the materials and equipment they need to do their job
11. ____ Allowing employees freedom in how they do their work (when you can), and encouraging their input in problem-solving
12. ____ Being clear with employees on when there is no leeway in a task, and telling them why

13. ____ Encouraging growth of employees, e.g., encouraging potential future managers
14. ____ Fostering an environment of quality work, team work, safety, and respectful treatment of others, through your own example (*e.g., you're a good teammate to fellow managers and supportive of your company as a whole; you enforce safety policies with your team*)
15. ____ Promoting the well-being of your employees overall (*e.g., encouraging participation in wellness screenings; reminding them of an Employee Assistance Program, if appropriate*)
16. ____ Maintaining a stable and upbeat mood; Being pretty flexible and easy to get along with
17. ____ Being a person of truthfulness and integrity; Employees and fellow managers trust you
18. ____ Communicating in a clear manner, whether in writing, in person, or on the phone
19. ____ Communicating without a harsh tone or negative body language
20. ____ Handling disagreements in a direct, but respectful manner
21. ____ Communicating with your manager about concerns and issues that need addressed
22. ____ Listening with an open mind; Being open to hearing feedback on your performance
23. ____ Leading your team to achieve company goals; Helping employees know these goals, and the important role they play in the mission of the company
24. ____ Fulfilling your many responsibilities as a manager with excellence and a can-do attitude; *Walking the talk* in following company rules yourself
25. ____ Having a reputation among your employees as a reliable, hard-working, and responsible person, and a respected leader for your team

Reflection Questions:

- *What are your strongest areas as a team leader, according to this assessment?*

- *What areas were your lowest ratings? Do you agree that they are areas you could improve in as a leader? What can you do to improve in key areas?*