

# Management Checklist

By Alex Strickland

- ☐ Manager Qualities
  - ☐ Inspire a shared vision.
  - ☐ Good communicator.
  - ☐ Enthusiastic.
  - ☐ Cool under pressure.
  - ☐ Have team-building skills.
  - ☐ Have problem solving skills.
- ☐ Work
  - ☐ Build morale.
  - ☐ Create a productive environment.
  - ☐ Employees are informed on how they're doing on the job.
  - ☐ Whenever employees do not achieve expected results, are met with concern.
  - ☐ Employees are encouraged to participate in setting goals and determining how to achieve those goals.
  - ☐ When talking with employees about their performance, managers are very open and frank.
  - ☐ Explain subordinates the requirements they would be expected to meet to qualify for larger responsibilities within organization in the future.
  - ☐ Clarify with subordinates their duties, responsibilities and the important results they are expected to accomplish.
  - ☐ Work with subordinates in developing agreed-to "standards of performance".
  - ☐ Contribute ideas to subordinates to help them do their jobs.
  - ☐ Provide appropriate recognition and rewards to subordinates for the results they have achieved on the job.
- ☐ Self-Development
  - ☐ Thorough discussions, employees are helped to learn from their success and failures.
  - ☐ Employees can about their ambitions and aspirations for the future.
  - ☐ Employees think through problems and make important decisions on their own.
  - ☐ Subordinates are praised whenever they achieve a significant result.

- ☐ Provide opportunities for subordinates to broaden their experience and increase their competence.
- ☐ Chat with subordinates about ways they might improve their effectiveness on the job.
- ☐ Discuss with subordinates specific things they might do to better in the future.
- ☐ General
  - ☐ Employees are informed about our overall organizational plans and operating results.
  - ☐ Employees are provided with support and backing.
  - ☐ Easy to talk to, even when busy and under pressure.
  - ☐ Subordinates are encouraged whenever they are undertaking difficult assignments.
  - ☐ Understand subordinate's viewpoints when discussing problems and undertakings with them.
  - ☐ Encourage subordinates to express themselves openly.