

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.