

Supervisory Management Levels

Ask Yourself the Following Questions	Your Self-Test Score				
	High				Low
I always listen to my team members more than I talk to them and I'm open to their thoughts and suggestions	1	2	3	4	5
I set short and long range goals, involve all my team members in the goal-setting process and then organize a clear plan to reach them.	1	2	3	4	5
I focus on planning, organizing and motivating my team players, and I don't assign these tasks to others	1	2	3	4	5
I delegate a project to help my team members develop their skills and expertise, and I hold them responsible for their results	1	2	3	4	5
I always plan an agenda to find a solution to a challenging project, and I openly and honestly consider my workers' ideas as a valuable input	1	2	3	4	5
I am able to keep control over all of my team members without ever suppressing their self-esteem and self-motivation	1	2	3	4	5
I regularly spend time analyzing reports to identify my workers' deficiencies and opportunities for improvement	1	2	3	4	5
I am able to increase the efficiency of my department by understanding the motives and needs of each teammate	1	2	3	4	5
I provide team spirit by encouraging my staff to work together, and I always appreciate their individual talents and abilities	1	2	3	4	5
I always ensure that my staff members have the required training, and know how to apply it to their job	1	2	3	4	5
I impartially consider the opinions and needs of all of my workers when resolving a conflict and I work hard to resolve it	1	2	3	4	5
I always set and follow ground rules for the office meeting, and I properly complete each point before moving to the next one	1	2	3	4	5
I implement a change and then give my team members time to adjust themselves to it	1	2	3	4	5
I can overcome any work pressure, enjoy making tough decisions and have the desire to become an outstanding leader	1	2	3	4	5
I am a visionary, believe in risk-taking and always seek and accept bigger challenges	1	2	3	4	5

Score 15-29 - You are proactive with your effective communication skills. Keep it up!

Score 30-59 - You generally keep team spirits high. Focus on listening, then responding.

Score 60-75 - You and your team have poor communication. Change your style quick!

