

The Effective Manager Quick Test

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The Effective Manager Quick Test

This document has been developed to help you self assess your current skill level in ten core elements of effective management.

STEP 1

Rate the following 10 items on how important they are to your current role, with 1 being not important, to 10 being extremely important. Place your answer in the column marked "Step 1 Score".

STEP 2

Rate your current performance against the 10 effective manager areas by rating yourself from 1 which is I don't do this at all, through to 10, I am consistently incredibly consistent and effective in this area of management. Place your answer in the column marked "Step 2 Score".

Management Area	Step 1 Score	Step 2 Score
1- Achieving the task Ensuring you meet business / project objectives.		
2 - Managing the team Ensuring that the team works together optimally.		
3- Managing the individuals Ensuring team members are developed and perform their individual tasks well.		
4 - Decision making Ensuring good quality decisions are made in a timely fashion.		
5 - Communicating effectively Ensuring all stake holders are up to date on issues that concern them.		
6 - Personal effectiveness Ensuring that you work at your optimal level of work performance.		
7 - Strategic Management Ensuring that you have clarity of how your work links in the bigger picture.		
8 - Innovative working Ensuring that you are using new or different ways to work smarter not harder.		
9 - Personal development Ensuring that you keep learning so you create more value for the business.		
10 - Customer focus Ensuring that the needs and requirements of internal or external customers are met.		

Step 3

Convert your score from Step's 1 and 2 to create a performance grid in the following manner:

1. Mark with an X, your "importance" score from Step 1 on the grid below.
2. Shade from 1 to what ever your score was, in the appropriate column, your result in step 2.
3. Shade the squares from the X through to the one after the previous shading. This is your performance gap.
4. In the example, the step 1 score was 8 and the Step 2 score was 5, therefore squares 6,7 and 8 are shaded in a different colour. The red shading is the performance gap. The green shows my current level of ability in this area and the X marks the target of "level of importance"

Management Area	1	2	3	4	5	6	7	8	9	10
1- Achieving the task										
2 - Managing the team										
3 - Managing the individuals										
4 - Decision making										
5 - Communicating effectively										
6 - Personal effectiveness										
7 - Strategic Management										
8 - Innovative working										
9 - Personal development										
10 - Customer focus										
11 - EXAMPLE (Step 1-8 / Step 2-5)								X		

Step 4

Answer the following questions:

1) What do you notice as you look at the shaded chart?

2) Which are the three areas with the biggest gap?

3) Which one area, if improved, will make the biggest impact to your current work?

4) What ideas have you got to improve this area?

5) What specifically will you do in the next 10 days to improve it?

Step 5 – JUST DO IT!

Feedback

Andi Roberts would like to receive feedback on how you got on using this instrument. If you have ideas for improving it or a story on how it helped you, please feel free to send an email to Andi Roberts through his email [andiroberts\(AT\)masterfacilitator\(DOT\)com](mailto:andiroberts(AT)masterfacilitator(DOT)com)

Additional resources

Andi Roberts places many of the documents he develops for his work as a coach, facilitator and HR consultant on his website www.masterfacilitator.com. To access these, simply go to the web site and click on resources.

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