

Management Skills Review Handout

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The “Next Step” is yours...to become a better “Manager”
Think It, Breath It, Do It...to Success
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Management Overview Handout

Instructions

This self review handout is for you to develop a picture of what is your current level of management skills.

Read carefully each of the statements and if you believe you have the skill, mark it with a tick ☒ in the box. If you believe that you currently don't have the skill leave the box blank.

A scoring sheet is detailed below to be used at the end of your review. If you want to get feedback from others who you lead and your boss, simply print out the review and ask them to complete.

Scoring Your Review

Taking your review and count the amount of boxes marked with a tick.

0 to 5 boxes – you are most likely relatively new to a management role and your priority should be to develop a clear management development plan. This is where using external support from a qualified coach will be invaluable.

6 to 10 boxes – you understand what is needed to be a competent manager. Take a look at the areas you have not ticked and search out help to find ways of developing the necessary skills. Again this is where using external support from a qualified coach will be very helpful.

11 to 15 boxes – you have the necessary understanding of a competent manager. Move to start exploring the areas that what will move you into the next step of a high performing manager and potential leader. A well experienced and certified coach will provide excellent support in defining the areas of improvement and actions.

16 to 20 boxes – you have all the necessary skills of a highly rated manager. This is now the time to look at establishing what you need to do to make the step to a leadership position.

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Management Skills Review

I set myself clear goals	<input type="checkbox"/>
I set clear goals for my team	<input type="checkbox"/>
I plan ahead	<input type="checkbox"/>
I don't procrastinate, I make decisions	<input type="checkbox"/>
I effectively prioritise my work	<input type="checkbox"/>
I allow for unexpected events in my timing	<input type="checkbox"/>
I deal with performance issues in my team	<input type="checkbox"/>
I am systematic and practical in solving problems	<input type="checkbox"/>
I listen effectively	<input type="checkbox"/>
I make time for people in my team	<input type="checkbox"/>
I stay calm under pressure	<input type="checkbox"/>
I am effective at obtaining the resources I need	<input type="checkbox"/>
I deliver results and am proactive in addressing things not on plan	<input type="checkbox"/>
I focus on results	<input type="checkbox"/>
I spend more than 20% of my time managing (80/20 rule)	<input type="checkbox"/>
I help other people to develop and grow	<input type="checkbox"/>
I effectively monitor the progress of tasks and projects	<input type="checkbox"/>
I avoid blaming others	<input type="checkbox"/>
I manage the resources under my control	<input type="checkbox"/>
I run effective meetings	<input type="checkbox"/>

Note:

* Definitions: 80/20 Rule– 80% of the results comes from 20% of the tasks